

# CA ELIGIBILITY INSTRUCTIONS

## STEP 1 – REGISTER YOUR INTENT TO SIT THE EXAM AND CONFIRM YOUR ELIGIBILITY

- (A) Please go to <http://www.calbar.ca.gov/Admissions> and click on “Create a new registration” Each applicant must establish an account to submit an online application. This is done only once. Applicants will need his or her username and password to log on and access the applications.
- (B) Complete the requested information in your online application.

### FAQs for completing this form:

Attorney Applicant – This Applies to applicants who are licensed to practice law in another state/ jurisdiction  
OR

Law Student/ General Applicant – This applies to applicants who are not qualified attorneys but satisfy the educational requirements as recognized by California (1-year LLM or a JD from an ABA law school in the US).

As a foreign applicant you are exempt from the First Year Law Students’ Exam

### Be Prepared to Provide the Following:

- A copy of your passport (if you don’t have a social security number)
- Your practicing certificate or relevant transcripts.

## STEP 2 – PAY USING A CREDIT CARD

Applicants must use a Visa or MasterCard to pay for the online application. Applicants must complete a credit card authorization form if they are submitting a hard copy registration (attached). Checks or money orders are not acceptable for applications submitted online. Your credit card transaction will be transmitted over a secure network for authorization. Your application will only be submitted if your credit card transaction is authorized. Your application will not be submitted if your credit card transaction is denied or if you do not provide a credit card number.

Attorney Applicant eligibility	\$ 214
Law Student/ General Applicant eligibility	\$ 119

### STEP 3 – CREATE A NATIONAL CONFERENCE OF BAR EXAMINERS (NCBE) ACCOUNT

- Go to: [https://accounts.ncbex.org/php/ncbe\\_number/goCreateAccount](https://accounts.ncbex.org/php/ncbe_number/goCreateAccount). You should see the following screen:

Create an NCBE Account

Use the **NCBE Account Lookup** to determine if you already have an NCBE account before creating a new account.

**Email \***

Used to login/access your account. Please review for accuracy and keep it updated if it changes.

**Create Password \***

**Confirm Password \***

**Security Challenge Question \***

--Select Security Question--

**Security Question Answer \***

If you forget your password, you will have to answer this question before we can reset your password.

**Phone Number \***

Will be used only if we have questions about your account.

**\* denotes required field**

Create Account

Already have an account? [Log In](#)

- The window will request a US Social Security Number or ITIN, if you do not have one, provide your passport details.
- Upon completion of this section, a pop up should appear. Navigate through the pop up, checking the boxes, and filling in relevant information.
- Click on Create Profile when you reach the last window in the pop up. This will take you to the NCBE dashboard. NCBE will create a number for you. E.g. N12345678. You can use this account to obtain past papers, apply for the Multi-State Professional Responsibility Exam (MPRE), etc.

### STEP 4 – REGISTER ONLINE TO SIT THE CALIFORNIAN BAR EXAM

Once the office of Admissions has processed your registration they will be in touch with you via email to confirm that all is in order. You can then apply online to sit the exam and pay the relevant fees. Timely registration for the July exam is March, and timely filing for the February exam is October. (Full fee Schedule accompanies these instructions)

<b>Attorney Applicant – Timely Filing</b>	<b>\$ 1500</b>
<b>Law Student/ General Applicant – Timely Filing</b>	<b>\$ 850</b>
<b>Examination Laptop Fee – At time of registration</b>	<b>\$ 153</b>
<b>Late filing (month after timely filing)</b>	<b>\$ 50</b>
<b>Very late filing</b>	<b>\$ 150</b>
<b>Laptop late filing</b>	<b>\$ 150</b>

## STEP 5 - DETERMINATION OF GOOD MORAL CHARACTER

We advise applicants to wait until they have an approved registration on file and a valid registration number before applying for this.

Please Visit <http://www.calbar.ca.gov/Admissions/Moral-Character> for more information.

**Ensure that you let anyone you are using as a reference know that they may be contacted by the State Bar of California, and to comply with any requests for information in a timely manner. Because this process can take a minimum of 6 months to complete, you may wish to submit your application accordingly.**

**Moral Character Determination**

**\$ 551**

## STEP 6 - ADMISSION AS A CALIFORNIAN ATTORNEY

Once you have:

- Passed the Californian Bar Exam
- Passed the MPRE
- Received a Good Moral Character Determination

You are eligible to be admitted as an Attorney-at-Law in California.