



# Apply to Register as a Candidate for Admission to the Bar

## Apply:

1. Review the [Instructions for Registration Application](#) for specific application requirements.
2. Create or log into your [NCBE account](#).
  - Complete the character questionnaire for Ohio, submit the NCBE fee and release form.
  - Applicants cannot create a Bar Admissions Portal account until their character questionnaire has been finalized.
3. Create an account on the [Bar Admissions Portal](#). You will need the following information:
  - NCBE number, NCBE barcode number (found at the bottom of your finalized character questionnaire), and email address. It is recommended to use an email you will have access to after graduation.
4. Submit an Application to Register as a Candidate on the Bar Admissions Portal.

The timely deadline is November 15th of your second calendar year of law school. You must submit and pay on the Bar Admissions Portal by 11:59 PM EST to be considered timely.

*Late deadlines are established for those who wish to apply after Nov. 15 of their second year of law school. For a February exam, the late deadline is the preceding Aug. 15. For the July exam, the late deadline is the preceding Jan. 15. Do not wait to submit your application, even if the portal does not show that we have received certain documents (i.e., Certificate of Dean, undergraduate transcript). Further, do not wait until the NCBE completes your investigation to submit your application.*

## Next Steps:

- After you submit **and** pay for your application, your application will remain in “Submitted-In Review” status until reviewed by a staff member. The review may take several weeks.
- You will receive an email notification that you have a document awaiting review. This will either be a complete application letter, or a request to submit additional information.
- You can check the status of your application on the Bar Admissions Portal. Under Applications Submitted, select View Status.
- Under Gov. Bar R. I, Sec. 3, you are also required to file an [Application to Take the Bar Examination](#) by the preceding November 1 for a February examination, and by the preceding April 1 for a July examination.

### Key Resources

- [Bar Admissions Portal FAQ](#)
- [Registration Application FAQ \(at bottom of page\)](#)
- [Gov. Bar R. I](#)
- [Summary of the Character and Fitness Process](#)

## Questions?

Contact the [Office of Bar Admissions](#): 614-387-9340 or [baradmissions@sc.ohio.gov](mailto:baradmissions@sc.ohio.gov)