

How to Apply for the

FEBRUARY 2025 Uniform Bar Exam

Registration Period November 1 through November 21, 2024

****Registration Closes at 5:00PM Eastern Time on November 21st****

Please read all of the information in these instructions.

Rules Regulating Admission to the Bar in the District of Columbia

You are responsible to read and understand the rules governing admission and unauthorized practice of law: [D.C. App. Rule 46](#) and [DCCA Rule 49](#).

Changes have been made to application procedures. **Do not** rely upon instructions from other websites and sources or from prior application periods to the District of Columbia. You are responsible for all information published on this website regarding the February bar exam. The volume of applications and the timeframe for exam preparation prohibit special exceptions for individuals who do not follow all instructions and deadlines. **Your application is subject to administrative termination if you do not complete your application and pay fees according to the directions. Fees are not refundable.**

Applicants with law degrees from Non-ABA Approved Law Schools

If you did not obtain a JD or LLB from an ABA approved law school, please also read *Guidance Regarding 26 ABA Credit hour [Requirement for Graduates of non-ABA Approved Law Schools](#)*. Pursuant to Rule 46(c)(4), the Committee on Admissions will audit credits from an ABA approved law school transcript to determine if “all such 26 credit hours [have been] earned in courses of study, each of which is substantially concentrated on a single subject tested on the Uniform Bar Examination.”

DC requires that LLB or non-ABA approved JD transcripts demonstrate that the applicant completed a degree that is substantially equivalent to a Juris Doctor degree that would be awarded by a law school approved by the ABA. Please note: this requirement may differ from the non-ABA approved LLB and JD degree requirements. [Please review these instructions for additional information.](#)

Proper Application Filing Process

For your application to be properly filed for the bar exam, you must complete these items (details follow). Your application is not complete until you have followed all of the steps below. You must complete all of these steps by the deadline of **November 21, 2024, 5:00 pm Eastern Time. There is no late filing period. There are NO EXCEPTIONS.** A completed application must have all of the following:

1. Completed electronic application

2. Any required supplemental documents
3. The District of Columbia authorization and release form
4. Your accommodation request and supplemental documentation *if you wish to apply for accommodations*
5. Your photo (see requirements below to avoid photo being rejected.)
6. Application fee of \$405 due at the time the application is submitted AND The background investigation fee paid to NCBE due no later than January 3, 2025. Please do not wait until the last minute. Please note that this is a deadline imposed by the District of Columbia for the purposes of exam registration. **The later deadline given by NCBE does not apply if you wish to sit for the February 2025 exam.**

***NOTE: If you paid the NCBE background investigation fee for a prior application to the District of Columbia, you will not pay this fee as long as the background investigation was completed on or after June 1, 2022.**

How to Register and Apply for the Exam

1. **Create an Account** – You must first create an account and complete screening questions to determine your eligibility for the exam.
2. **Electronic Application** - Complete and submit the application online. If you completed the character and fitness questionnaire on the NCBE website *within the past four years* AND your background investigation was completed on or after June 1, 2022 **for a prior application to the District of Columbia**, you will complete the abbreviated **Re-Application**.
3. **Filing Fee** - After completing all steps you will be prompted to pay the filing fee, either by credit card, debit card, or e-check. We do not accept any other form of payment
4. You will pay the fee for the background investigation directly to NCBE upon receipt of an invoice requesting payment. **If you paid the NCBE background investigation fee for a prior application to the District of Columbia you will not pay this fee as long as the investigation was completed on or after June 1, 2022.**
5. **District of Columbia Authorization and Release form (A&R)** - Print the A&R form and sign it in the presence of a notary (Forms notarized on-line are acceptable). Scan and save the notarized A&R as a PDF document. The properly signed and notarized A&R PDF must be uploaded to your account by the published deadline. If your A&R is dated *before 12/1/2023* you must upload a new form.
6. **Supplemental forms** - All bar exam applicants with a JD from an ABA Approved law school must upload a Declaration of Graduation/Anticipated Graduation Form. If you have previously applied, you may re-upload the form you used for the prior exam.
7. **All bar exam applicants who *do not* have a JD from an ABA approved law school must upload the following:**
 - ✓ Declaration of Graduation From a Non-ABA approved law school
 - ✓ Declaration of Completion/Anticipated Completion of 26 Credit Hours at an

- ABA Approved Law School (must be completed before the exam)
- ✓ Copy of Diploma from non-ABA approved Law School
- ✓ Copy of Official Transcripts from non- ABA approved law school
- ✓ Copy of Official Transcripts from ABA approved law school
- ✓ Copy of course descriptions from ABA approved law school

8. Additional Documentation – The documents that applicants need from third parties or other sources will be determined by your responses to specific questions. Applicants who reply “yes” to questions regarding the following will need to provide additional documentation: arrests, civil litigation, academic disciplinary action, unauthorized practice of law, law school discipline, college/university discipline, military service, alcohol or drug related traffic violation and tax debt. **Note: The NCBE analyst performing the background investigation may ask for other information after your application is submitted.**

9. Uploaded Photo - A photo is required for all exam applications. Note - photos must meet certain requirements. A selfie can usually meet these requirements. A new photo is required each time you apply for a bar exam. Please do not submit a picture of your driver’s license or some other ID. Your photo must meet the following requirements:

- ✓ Taken within the past 6 months and reflect your current appearance.
- ✓ Color photo.
- ✓ Individual photo taken in front of a plain white background.
- ✓ Photo should only include your head and shoulders.
- ✓ Full face view, directly facing the camera, with a neutral expression and both eyes open.
- ✓ Taken with uniform lighting. Photo must not show shadows or shadowing of facial features.
- ✓ Appropriate clothing (business casual)
- ✓ No hat or head covering unless worn for religious purposes.
- ✓ Glasses are permitted; however, a glare or light reflection in the lenses of glasses in the photo is not acceptable (glare can be avoided with a slight downward tilt of the glasses or by turning off the flash).
- ✓ Photo file type must be a .png, .jpg., or .jpeg

Background Investigation

Within 7-10 business days after filing your application with the District of Columbia Court of Appeals, you will receive an email from the National Conference of Bar Examiners (NCBE) with instructions on how to submit payment for the background investigation. Payment for the background investigation is required for your application to be complete. As previously stated, this payment is due no later than January 3, 2025.

If you previously paid the background investigation fee you will not pay the fee again, as long as the prior background investigation was *completed* on or after June 1, 2022.

As indicated above, the background investigation fee must be paid to NCBE no later than January 3, 2025. **Please do not wait until the last minute.** Please note that this is a deadline

imposed by the District of Columbia for the purposes of exam registration. **The later deadline given by NCBE does not apply if you wish to sit for the February 2025 exam.**
Accommodations

To apply for accommodations you must submit the [Testing Accommodations – Applicant Request Form](#), medical documentation that provides proof of your disability and documentation of prior accommodations. Please see the [Medical Guidelines](#) for guidance on your supplementary medical documentation. Applicants who do not submit supporting documentation (e.g. diagnostic testing, transcripts, proof of prior accommodation grants, etc.) will be denied.

Applicants who have previously been granted accommodations for a D.C. bar exam AND **who do not wish to request different accommodations** can upload their request form and a copy of their prior D.C. bar exam accommodations grant letter. If you have previously been granted accommodations, please do not apply for a change unless you have NEW supporting medical documentation.

There are no exceptions to the November 21st deadline at 5:00pm ET. **Accommodation requests that are not uploaded to your application portal will not be reviewed.**

Applicants who are breastfeeding and wish to apply for a courtesy schedule can apply for NON-ADA accommodations when they submit their application. Do not send requests by email.

Emergency Accommodations may be granted where an applicant experiences circumstances that create a need for accommodations *after* the deadline. **Emergency Accommodations** are granted only where **all** of the following conditions are met:

1. The impairment occurred after the deadline for the submission of accommodation requests.
2. The accommodation does not impose an undue burden on the Committee on Admissions.
3. The applicant demonstrates a disability within the meaning of the ADA.
4. The accommodation does not fundamentally alter the nature of the bar examination
5. The accommodation does not jeopardize the security of the exam

For Emergency Accommodations send an email with details and supporting documentation to Director Shanks at: sshanks@dcappeals.gov.

Please note that accommodation requests may be granted fully or in part. Alternate accommodations may also be granted. Appeals can be made up to ten days after an accommodation grant is denied in full or in part. **Appeals must contain new information with supporting documentation. An appeal may not include requests that were not in the original accommodation request.** A denial of an Emergency Accommodation is not appealable.

MPRE Score Report – A minimum score of 75 on the MPRE is required for admission. You must request that your MPRE Score be reported to the District of Columbia. **An MPRE Score is NOT required to sit for the exam.**

Laptop Registration

Applicants must pay the software licensing fee of \$150 and register their laptops directly with the software vendor, ILG360. The registration period is January 17th through January 27th, 2025.

Electronic Communications

General announcements are made on the Committee on Admissions' website. You are expected to regularly visit the [Committee on Admissions \("COA"\) web site](#) to review the announcements and information posted there. You must also check your applicant portal for communications. Please use an e-mail address that you can access even after graduation from law school. You are required to maintain a current e-mail address and mailing address on your personal COA Registration Account, and to regularly read all mail from this office, whether sent electronically or by postal service. It is your responsibility to ensure that e-mails from COA are not filtered as spam and to add @dccourts.gov and @dcappeals.gov to your e-mail address book.

Bar Exam Content Schedule

February 2025 Uniform Bar Exam Schedules

February 2025 Exam Schedule for Standard Administration

Date / Session (Am or PM)	Length of Session	Exam Content
February 25 AM	3 hours	MPT 1 & 2
February 25 PM	3 hours	MEE 1 – 6
February 26 AM	3 hours	MBE 1 – 100
February 26 PM	3 hours	MBE 101-200

February 2025 Exam Schedule for Non-Standard Administration Courtesy Accommodation with no additional time

Date / Session (Am or PM)	Sessions	Exam Content
February 25 AM	90 min. /break 30 min./90 min.	MPT 1 / break/ MPT 2
February 25 PM	90 min. /break 30 min./90 min.	MEE 1 – 3 / Break/ MEE 4-6
February 26 AM	90 min. /break 30 min./90 min.	MBE 1 – 50/ Break/ MBE 51-100
February 26 PM	90 min. /break 30 min./90 min.	MBE 101-150/ Break/ MBE 151-200

THIS SPACE INTENTIONALLY LEFT BLANK

**February 2025 Exam Schedule for Non-Standard Administration
(Additional Time- 25%)**

Date / Session (Am or PM)	Length of Session	Exam Content
February 25 AM/PM	3.75	MEE 1-6
February 26 AM	3.75	MBE 1-100
February 26 PM	113 minutes	MPT
February 27 AM	3.75 hours	MBE 101-200
February 27 PM	113 minutes	MPT

**February 2025 Exam Schedule for Non-Standard Administration
Additional Time – 50%**

Date / Session (Am or PM)	Length of Session	Exam Content
February 25 AM	2.25 hours	MPT
February 25 PM	4.5 hours	MEE 1-6
February 26 AM	4.5 hours	MBE 1-100
February 26 PM	2.25 hours	MPT
February 27 AM	4.5 hours	MBE 101-200

**February 2025 Exam Schedule for Non-Standard Administration
Additional Time – 100%**

Date / Session (Am or PM)	Length of Session	Exam Content
February 25 AM	3 hours	MEE 1-3
February 25 PM	3 hours	MEE 4-6
February 26 AM	3 hours	MBE 1 – 50
February 26 PM	3 hours	MBE 51-100
February 27 AM	3 hours	MBE 101 – 150
February 27 PM	3 hours	MBE 151-200
February 28 AM	3 hours	MPT
February 28 PM	3 hours	MPT

END OF DOCUMENT