

## Frequently Asked Questions

- 1) I missed the deadline of November 1 of the first year attending an accredited law school to submit my Law Student Registration form. Can I still apply for the bar exam?**

Yes. You may still apply. However, unless you have already been admitted in another jurisdiction, you are required to fill out the Law Student Registration form before your bar application will be processed. NOTE: Any Law Student Registration submitted after the deadline must be accompanied by a \$75.00 fee or a \$150 fee, depending on how late the registration is.

- 2) I will not have a passing MPRE score on file by the time of the bar exam application deadline. Can I still apply to take the bar exam?**

Yes. However, in order to do so, you must submit a petition requesting the Iowa Supreme Court to grant you leave to provide a late MPRE score. There is no sample form for this petition. The petition should indicate all information regarding how you plan to fulfill the requirement, such as listing the date you are registered for the next MPRE examination and when the results will be available.

- 3) I want to take my examination on a laptop computer. Do I need to register and include the laptop fee in my application?**

No. The application must include an intention to utilize or not utilize the laptop option by answering Question 26 on the application. After the bar application deadline, further information will be emailed to each applicant who chose the laptop option detailing laptop registration and payment information.

- 4) The affidavit of intent to practice and the release form included with the application require me to list a county. What county do I use?**

Use the county where you currently reside.

- 5) I submitted my bar application, but have not received notice that that my application was received. Was my application received?**

No receipt is sent to confirm the arrival of your application package. For documentation, you may choose a delivery system which offers tracking and requires a signature for delivery. You may also file your application personally, 8:00 a.m. to 4:30 p.m. business days. You will be contacted in writing if further information is required. KEEP A COPY OF YOUR APPLICATION.

- 6) I submitted my bar application. How will I know if I can sit for the bar examination?**

Letters advising applicants as to whether they are eligible to sit for the exam are scheduled to go out one month prior to the exam. These letters include the dates, times, location and rules of conduct for the Iowa bar exam.

- 7) I am preparing to send my bar application. Do I need to send an official transcript from my law school?**

No. No transcript, official or unofficial, is necessary to file the bar application. Instead, applicants are required to have an Affidavit of the Dean of the Law School on file with the Office of Professional Regulation. The affidavit is included in the application materials.

- 8) Do I need to submit a fingerprint card with my application? If so, how do I obtain a fingerprint card?**

Yes. A fingerprint card is a necessary component of the application materials. If you are unable to obtain a fingerprint card, please email [Bar.Admissions@iowacourts.gov](mailto:Bar.Admissions@iowacourts.gov) and include your name and mailing address. A fingerprint card will be mailed to you.

- 9) I have passed the bar exam in another state and wish to transfer my Multistate Bar Examination (MBE) score to Iowa. Can I send my own copy of the score?**

No. All transferred scores must come directly from the jurisdiction that administered the examination or the National Conference of Bar Examiners. To request that a score be sent directly to Iowa, go to the

National Conference of Bar Examiners website at [www.ncbex.org](http://www.ncbex.org) and click on "MBE Scores." See Court Rule 31.4. Applicants are allowed to transfer any MBE score they received in another jurisdiction from one of the last four MBE administrations immediately preceding the deadline for filing the Iowa bar application. Any scores transferred MBE administrations outside of that timeframe will not be accepted.

**10) I have already filed my application but have yet to take the examination. A change needs to be made to my application. What should I do?**

If any changes occur after the application is filed that affect the applicant's answers, the applicant must amend the application by a letter to the Office of Professional Regulation or email to [bar.admissions@iowacourts.gov](mailto:bar.admissions@iowacourts.gov).

**11) I missed the bar application filing deadline by a day or two. Can I still file the application?**

No. Any application not received by the posted deadline date will be rejected. This is a firm deadline and **will not** be waived. In the event that the deadline falls on a weekend, the application must be received by the next business day immediately following the deadline.

**12) I am admitted in another jurisdiction and am applying for the Iowa exam. Do I need a certificate of good standing from the state I am currently licensed in?**

Yes. All applicants admitted in another jurisdiction MUST submit from each state of admittance a certificate of good standing. Normally, the Clerk of Supreme Court in the admitting jurisdiction can provide this. Certificates must be on file no later than 60 days prior to the examination.

**13) I paid the application fee and now have decided not to take the examination. Is my exam fee refundable or may I transfer the fee to another later exam application?**

No. Each application must be accompanied by the \$325 fee. This fee is non-refundable and cannot be applied to a subsequent application. Once the application fee is submitted, you will not receive it back under any circumstances and will not be able to apply it to another examination.