

Application FAQs

Can the Admissions Application be ordered and completed on-line? Yes, our Application for Admission must be ordered and completed on-line. Select “Admissions” and choose the “Admissions Online Application” link for the on-line bar application. You will be directed to the ClearVantage Online website <http://admissions.nvbar.org> to order and complete the application.

How will I complete the Application? The first step is to purchase an on-line Application for Admission. There is an initial fee of \$60 which you are required to pay by credit card. Upon purchasing an application, you will have immediate access to the Application for Admission through ClearVantage Online. You will then be able to fill it out on-line and submit it electronically when completed. You may save your work and come back to the Application for Admission as many times as you want prior to submission, but keep in mind the appropriate fees and deadlines, as there are no exceptions. When you are ready to submit your Application for Admission, you will be required to pay the requisite fees by credit card (including the computer fee, if applicable). You will receive separate email confirmations after you pay your fees as well as when you submit your Application for Admission. Be sure to retain a copy of your Application for Admission for your records.

If I am taking the Exam by Computer, how will I pay for the Computer Fees? You would make a payment for your Application Fees as well as your Computer Fees at the time you submit your Application on-line.

What are Supplemental Admissions Materials? Supplemental Admissions Materials will be emailed to you after we receive your on-line application. **Please review that email carefully.** There will be original documents attached to the email that need to be signed and notarized. See below for the Fingerprinting requirements.

What other documents must be submitted? Documents that must be submitted include certified transcripts from any undergraduate school that you have received a degree from, as well as your Law School transcript **showing the Juris Doctor conferred date** (do not send law school transcripts without the conferred date). Please note that we must receive your Law School transcript by no later than July 10th for the July bar exam and February 10th for the February bar exam or you will not be permitted to sit for the bar exam (SCR 55.2). You are also required to submit all DMV Reports from any state you have been licensed in for the past five years, two Letters of Reference, Certificates of Good Standing, and a Disciplinary History Report from any other states you may be licensed to practice.

Will digital fingerprints be acceptable? Yes, but only if done within the State of Nevada. Livescan prints may be submitted through an authorized fingerprinting agency within the State of Nevada. **Digital fingerprints cannot be submitted from any source outside the State of Nevada.** Applicants who reside outside the State of Nevada and do not have access to an authorized fingerprinting agency within the State of Nevada must submit fingerprints on a standard fingerprint card provided by the State Bar of Nevada (the fingerprint cards will be mailed to you at the address listed on your application).

Is there a separate Character & Fitness application and fee for my initial review? No. Your application contains Character and Fitness questions which should be fully and candidly answered. The initial Character and Fitness review is part of the application process and the fees submitted with your Application for Admission cover the initial Character & Fitness review. If you are scheduled for an Informal Interview with the Admissions Director, there is no additional fee. If you are scheduled for an Informal Hearing, there is a \$250.00 fee. If you are scheduled for a Formal Hearing, there is a \$2,500.00 fee. All fees are due and payable by the date of your hearing. Additional costs may be imposed depending on your situation, such as court reporter fees.

If my application is placed on a Character & Fitness hold, how will I be notified and when are the hearings scheduled? If your application is placed on a character and fitness hold, you will be notified after the exam by email. Informal Interviews with the Admissions Director may be scheduled prior to the date that the test results are released. If you have been scheduled for an Informal or Formal Hearing, those hearings will be held after the test results are released and only for applicants who pass the exam. Character and Fitness reviews are an ongoing process, and it is up to you to contact Anetra Jones, Admissions Manager at anetra@nvbar.org to inquire about your status.

If I have had any bankruptcies, misdemeanors or felonies in my past, will this keep me from sitting for the Nevada Bar? These situations will not keep you from applying or sitting for the Bar Exam, but they may affect your admission **even if you pass the exam**. However, each applicant's character and fitness issues are determined on a case-by-case basis, and you may have to appear before the Admissions Director at an Informal Interview or before members of the Character and Fitness Committee at an Informal or Formal Hearing regarding your specific circumstances.

If I have been disbarred in another jurisdiction or I have been denied admission in another jurisdiction on the ground of unfitness of character, will this affect my ability to sit for the Nevada bar examination? Yes. In this event you will not be permitted to sit for the Nevada bar exam and your application will be rejected. **In that event, you will not receive a refund of any fees.** SCR 51(1)(e) and (f).

Can I use a previous Application that I ordered and did not use? No. You will only be able to purchase an Application on-line for the current Bar Exam. There are strict deadlines that may not be waived (SCR 52(1)(b)).

If I am re-applying to sit for the Nevada Bar Exam, what documents do I need to re-submit? You will need to re-submit all documents except for your transcripts and the two letters of reference, if these letters are less than one year old. All other documents will need to be resubmitted.

May I transfer my fees to another Exam? No. No fees will be transferred for any reason.

May I obtain a refund of my fees? No. No fees will be refunded for any reason.

How do I withdraw my Application for Admission? After you submit your Application for Admission, you are required to submit written notice to our office indicating you will not be able to sit for the exam. Email notification is acceptable (admissions@nvbar.org). Failure to properly notify the Admissions Department of your withdrawal prior to exam registration may result in a Character & Fitness inquiry if you re-apply for another exam.

Do I have to live in Nevada to take the Bar Exam? No. However, you must be present for the entire exam, and any investigations, hearings or possible interviews. You must complete the entire exam, or your exam will not be graded.

If I have graduated from an on-line law school, will that be sufficient to sit for the Nevada Bar Exam? As of this date, Nevada accepts degrees from hybrid/in-person on-line law school programs that are fully accredited by the American Bar Association. We are not aware of any ABA accredited on-line programs without a hybrid/in-person component, although this is a changing area. You should check with your law school, the ABA and the Admissions Director to make sure your law school's on-line program is fully accredited by the ABA and will be accepted in Nevada. **It is your responsibility to determine whether your on-line law program will qualify in Nevada.** Remember, there are no refunds of fees paid.

If I graduated from a non-ABA approved law school will that be sufficient to sit for the Nevada Bar Exam? No, per SCR 51(1)(c), unless you seek and are granted functional equivalency certification per SCR 51.5.

Do my school transcripts need to be originals? Yes, we require original certified undergraduate school transcripts as well as your law school transcript that has your JD Conferred Date listed. We may accept digital copies if they are sent directly from your school.

What are the requirements for taking the MPRE Exam? You must have taken the MPRE no later than three years prior to the Exam you will be sitting for, and you will have three years after sitting for the Bar Exam and have received a scaled score of an 85 or higher. If you have not taken/passing the MPRE when you take and pass the Nevada bar exam, we will hold your application for up to three years. After three years, your application will be withdrawn.

If I have passed another State Bar's Exam, but have not yet been sworn in, do I have to submit the attorney admissions fees? Yes. If you have passed a Bar Exam from any other jurisdiction regardless of being sworn in, you must pay the applicable Attorney Admissions Fees.

In the Admission Application, what do I do if I do not know two people in every metropolitan area that I resided in? Do the best you can with your references. We realize that you may not have resided in a city long enough to have references to use. But, from that list, you will need to submit two letters of reference from people who have known you for at least five years.

What do I need to do if I do not want you to contact my current employer regarding my Application to sit for the Nevada Bar Exam? You still need to list that current employer, but we will abide by your request if you do not wish them to be contacted by our office. You must provide written notice of this, and they will not be contacted.

What do I need to do if my address changes? Anytime your address or phone numbers change, please notify us as soon as possible. You may either email the Change of Address form to admissions@nvbar.org or mail the form to the State Bar Offices. This form may be found on www.nvbar.org, select “Admissions” and choose the “Forms” link.

Does the State Bar of Nevada offer study tools or passing answers for applicants to view? Yes. The State Bar of Nevada offers on-line passing answers for the past five years on our website, www.nvbar.org. Please select “Admissions” and choose the “Model Answers” link. Neither the Admissions Department nor the Board of Bar Examiners are permitted to recommend any particular bar exam preparation course or make any specific recommendations about studying for the bar exam.

For any other questions, please contact the Admissions Department at admissions@nvbar.org or (702) 382-2200.