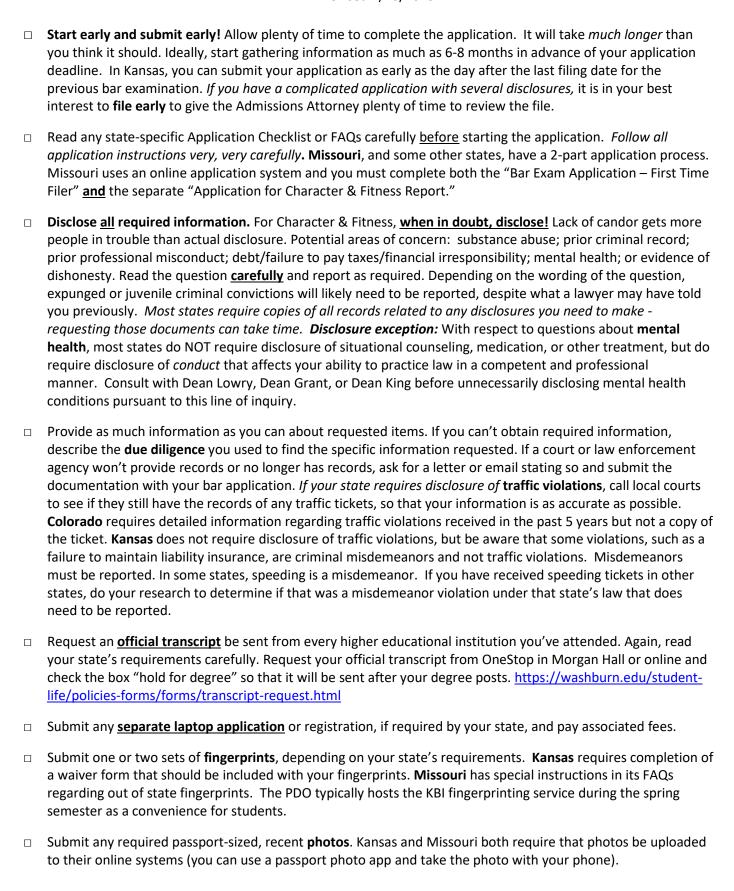
BAR APPLICATION CHECKLIST

Revised 2/13/2023



If required by your state, obtain your law school application and any addendums from Donna Haverkamp. Contact Dean Lowry ASAP if you need to supplement your law school application with anything that you failed to disclose at the time you applied to law school. Your law school application disclosures must match your bar application disclosures. Kansas requires law school applications be submitted via email to admissions@kscourts.org , via mail or hand delivery to Attorney Admissions Office, 301 SW 10th Ave, Topeka, KS 66612-1507.
Submit any Special Testing Accommodation Requests. Most states require that requests for testing accommodations be filed at the time of your bar application. Read the state's rules carefully and submit all required documentation in a timely fashion.
if the application must be mailed, check your jurisdiction's deadline and determine if it's a "postmarked by" or a "received by" deadline. When in doubt, err on the side of "received by."
Request a copy of your birth certificate and driving record, if required by your jurisdiction. Missouri requires submission of a certified birth certificate (or naturalization certificate or green card) and driving record. Colorado requires a driving record.
Complete any required "Dean's Certification." Some states require that the law school complete some sort of certification of your completion of your JD, but states vary regarding the procedure. READ the rules and instructions CAREFULLY. Some states require that you fill in your name and send the otherwise blank form as part of your application. The Board of Law Examiners then sends the Certification to the law school Registrar for completion. Other states require that you give the certification directly to the Student Records Administrator/Registrar, Donna Haverkamp, for completion.
Notify your character references that they should expect an email from the Board of Law Examiners or Attorney Admissions Office. Ask them to check junk folders just in case. For some states, a form may be sent via US Mail instead.
Most states require address <u>and</u> employment information since age 18 <u>or</u> the past 10 years. Do the best you can and make a good faith effort to find the requested information. Old W2s or tax returns, doing a public records search on Lexis or Westlaw, or requesting a free credit report might help - https://www.annualcreditreport.com). Also, the US Social Security Administration can provide you with a list of employers - http://www.socialsecurity.gov/online/ssa-7050.pdf (there is a fee and it may take up to 120 days).
Missouri requires that your Authorization and Release be notarized – Debi Schrock, Donna Haverkamp, Kerri Pelton, Shirley Jacobson, and Donna McMurry are all notaries. You must sign the release form in front of the notary.
Some UBE states, including Missouri and Colorado, require completion of a state specific component prior to admission. For Missouri , you can complete the online state specific component immediately <i>after submitting your application</i> . https://www.courts.mo.gov/page.jsp?id=325 . Upload your Certificate of Completion to the online application system. For Colorado , you must attend a one day "Practicing with Professionalism" course.