

General Information

1. Do I have to create an account on the Bar Admissions Portal?

Yes, all applicants for admission must use the Bar Admissions Portal to submit an application.

2. How do I create an account?

Prior to creating an account on the Bar Admissions Portal, you must first complete the NCBE Applicant's Character Questionnaire. You will need your NCBE number, and the barcode number found at the bottom of your questionnaire. For more information about the Applicant's Character Questionnaire, please visit: [Character and Fitness - NCBE \(ncbex.org\)](http://ncbex.org)

3. What can I do on the Bar Admissions Portal?

You can update your contact information, submit an application for admission, contact the Office of Bar Admissions, view the status of your application, amend your application and make payments.

4. What browsers may I use to access the Bar Admissions Portal?

It is recommended that you access the Bar Admissions Portal using Google Chrome or Microsoft Edge.

5. What if I forgot my username or password?

At the Bar Admissions Portal log in screen, please use the "Forgot Password?" or "Forgot Username?" link to retrieve your credentials.

6. What if I am not able to retrieve my log in credentials?

If you are not able to access your account using the Forgot Password or Forgot Username tools, you will need to contact the Office of Bar Admissions at 614-387-9340 or baradmissions@sc.ohio.gov.

7. How do I update my log in credentials?

You can update your log in credentials on the portal by selecting "Update Account Profile."

8. How long will my portal remain active?

An applicant will have access to their portal indefinitely.

9. How do I update my contact information?

You can update your contact information on the portal by selecting "Update Contact Information." It is imperative that your contact information be always up to date.

10. Do I have to enter my SSN?

You are not required to submit your SSN.

11. Do I have to provide documentation of my U.S. citizenship or immigration status?

No, we do not require documentation of citizenship or immigration status.

12. How can I request a receipt for the fees paid?

You can access all receipts for payments made to the Supreme Court of Ohio in your portal.

13. How do I communicate with the Bar Admissions Office?

You can contact our office with questions through the portal, by sending an email to baradmissions@sc.ohio.gov, or calling our office at 614-387-9340.

General Application Questions

1. How do I file an application for admission to the practice of law in Ohio?

Once you have created a Bar Admissions Portal account, you may submit an application by selecting “Submit an Application.” Before you begin an application, please review the requirements for the application found here: [Ohio Admission Applications](#).

2. How do I upload a required application document?

Click on “upload” next to the document you wish to upload.

3. There is no option to upload the required document on the portal, how do I submit this document?

Transcripts must be either submitted via email directly from the institution to transcripts@sc.ohio.gov or you must submit the hard copy transcript to our office via mail.

When submitting the Registration Application and the Application to take the Bar Examination, the listed forms (Certificate of Dean, Law School Character Certificate, Final Law School Certificate, Substance Abuse Instruction Certificate) must either be mailed to our office in its original hard copy form or submitted via email directly from the institution to baradmissions@sc.ohio.gov.

The fingerprint card and the fingerprint card form must be mailed to our office in its original hard copy form to:

Office of Bar Admissions
Supreme Court of Ohio
65 S. Front St.
Columbus, OH 43215

Bar Admissions Portal FAQs

Upon receipt of the above required documents, you will see a check mark next to the document submitted in the portal.

4. What formats can I upload a document in?

Documents can be uploaded in any format.

5. What is the maximum file size that can be uploaded to the portal?

The maximum file size is 20MB.

6. What if the document I want to upload is not part of the items listed under the Application?

You may upload the document under “If applicable, supplemental documentation.”

7. What if I make a mistake on my application but I have already submitted and paid?

If you make a mistake on the Applicant’s Character Questionnaire, please amend your application with the NCBE portal first. Then submit the amendment page(s) on the Bar Admissions Portal using the “Provide Supplemental Documentation” option.

8. How can I check the status of my application?

The portal displays different statuses for an application.

Pending Submission: Application has been started but not submitted.

Submitted-In Review: Application has been submitted and currently under review by the Office of Bar Admissions.

Filed-Complete: Application is deemed complete by the Office of Bar Admissions.

Withdrawn: Application is considered withdrawn.

Withdrawn/No Show: Application is considered withdrawn.

Returned: Application has been returned.

Rejected: Application has been rejected.

9. If my application is deficient, how will I know?

Bar Admissions staff will reach out to you via email with instructions.

10. Why is my application being rejected or returned?

Upon review by the Office of Bar Admissions, an application may be rejected or returned if the applicant is not eligible for admission or if the applicant does not respond to requests for additional information. In the event that this does occur, an applicant will receive a refund of the Supreme Court of Ohio fee.

11. How do I submit a request for accommodations for the Bar Examination?

Applicants with qualifying disabilities that require accommodations must submit a request for accommodations with their bar exam application or re-examination application. Requests for accommodations may be submitted to testing.accommodations@sc.ohio.gov or by regular mail. For more information, please visit [Applicants with Disabilities](#).