



THE STATE BAR OF CALIFORNIA COMMITTEE OF BAR
EXAMINERS/OFFICE OF ADMISSIONS

180 Howard Street • San Francisco, CA 94105-1639 • (415) 538-2300
1149 South Hill Street • Los Angeles, CA 90015-2299 • (213) 765-1500

**INSTRUCTIONS FOR REGISTRATION AS A FOREIGN-EDUCATED GENERAL
APPLICANT NOT ADMITTED
TO THE PRACTICE OF LAW IN ANY UNITED STATES OR FOREIGN JURISDICTION**

Please carefully read these instructions and the "Qualification for Admission to Practice Law in California by Law Students Receiving Their Legal Education Outside the United States" bulletin before completing the form for registration. General and attorney applicants who intend to seek admission to practice law in California must register in accordance with the Business and Professions Code, Article 4, Section 6060(2)(d), and Title 4, Division 1 of the *Rules of the State Bar of California (Admissions Rules)*. The registration form is not an application to take an examination.

Answer all applicable questions on the registration form. Answers must be specific and complete. If the space for an answer is insufficient, the answer may be completed on a separate sheet of paper, which should be attached to the registration form. Before filing the registration form, please check to see that all questions have been answered, the registration form is signed and the correct fee is included. Any registration form not meeting these requirements is considered incomplete and will not be considered filed until it is brought to a complete status. If there are deficiencies in the registration form, you will be notified. **Registration forms that are not brought to a complete and filed status within 60 days of receipt will be deemed abandoned. No refund of fees will be paid in the event a registration is abandoned.**

After completing and signing the registration form, the form and correct fees in the form of a personal check, cashier's check or money order payable to the State Bar of California must be mailed to the following address:

The State Bar of California
Office of Admissions
1149 South Hill Street
Los Angeles, CA 90015-2299

All applicants seeking admission to practice law must register with the Committee of Bar Examiners (Committee) prior to filing any applications, petitions, and requests for waivers or before any services can be provided. If an applicant has registered previously, there is no need to complete the registration form or pay the fee.

General Applicant Registration Fee: **\$97.00**

Caution: Separate and distinct application forms are required for the bar examination and moral character determination. The "Application to Take the California Bar Examination" and/or "Application for Determination of Moral Character" will not be processed prior to completion of the registration form.

All correspondence from the Committee and the State Bar's Office of Admissions will be mailed to the current mailing address (initially as shown on the registration form). It is the applicant's responsibility to notify the State Bar's Office of Admissions in writing, of any changes in name, address or law school. If notification of such changes is not received by the State Bar's Office of Admissions, it may result in the applicant's failure to receive important information.

It is the applicant's responsibility to maintain compliance with the *Admissions Rules*. Copies of amendments to the *Admissions Rules* are not routinely sent to registrants. The current *Admissions Rules* are available online at www.calbar.ca.gov/admissions or upon request from the Office of Admissions.

You **must** attach an evaluated law degree equivalency report and a "Foreign Law Study Evaluation Summary," which must be completed by a credential evaluation agency approved by the Committee and a certified transcript of all legal studies completed, which must include the beginning and ending dates of enrollment, each class taken, the grade or mark received for each class and the date the degree was awarded.

General information to assist in completing the registration form follows:

QUESTION #1.1 - UNITED STATES SOCIAL SECURITY NUMBER

All applicants for admission to practice law in California are required to provide a social security number pursuant to Business and Professions Code Section 30 (State of California's tax enforcement provisions) and Family Code Section 17520 (Child Support Enforcement Programs).

Applicants without a social security number because they do not qualify for one, may request that they be exempted from the requirement of providing one at the time they register as a law student or as an attorney. Such applicants may request an exemption from the social security number requirement by completing and submitting the required form together with the foreign-educated general applicant registration form. To obtain a social security exemption form, contact the Los Angeles Office of Admissions.

QUESTION #2.0 - NAMES, FORMER NAMES AND ALIASES

If an applicant's name has been changed by court order, a photocopy of such order should be attached. This includes divorce decrees or dissolution papers.

QUESTION #2.2 - FOREIGN LEGAL EDUCATION

All foreign law study completed or currently in progress should be indicated, even though there is no intention to claim credit. An evaluated law degree equivalency report, which must be completed by a credential evaluation agency approved by the Committee, a completed "Foreign Law Study Evaluation Summary" form and a certified transcript of all legal studies completed, with a notarized translation if in a language other than English, must be attached to the application form.

QUESTION #2.3 - UNITED STATES LAW SCHOOL EDUCATION

List the law school you are attending in the United States, and any other United States law school where study was previously completed, and indicate whether you intend to receive credit for law study obtained at the school toward qualifying to take the California Bar Examination. If you are intending to qualify to take the examination as an foreign educated applicant with a first degree in law through an additional year of law study at an ABA approved or California accredited law school, in addition to listing the law school, indicate the degree program in which you are enrolled, the courses in which you are enrolled and the date you intend to complete the program. Refer to the Committee's "Guidelines for Implementation of Chapter 2, Rule 4.30 of the *Admissions Rules* for the specific courses that must be completed in order to qualify to take the California Bar Examination.

WITHDRAWAL/ABANDONMENT/INELIGIBLE

Registration forms may not be withdrawn. Registration fees that accompanied forms that are abandoned because they are incomplete will not be refunded. Applicants for registration found to be ineligible due to a lack of pre-legal education will qualify for a refund.

REGISTRATION NUMBER

A file number will be assigned. The file number is the permanent identification number and must be indicated on all subsequently filed applications and on all correspondence. Registration confirmation letters will be mailed approximately four (4) weeks from the date of approval of the registration.

COMMUNICATING WITH THE COMMITTEE OF BAR EXAMINERS/OFFICE OF ADMISSIONS

An official record of all communications is required. All inquiries must be submitted in writing and sent to the Office of Admissions in San Francisco or Los Angeles. This will enable the staff to review the inquirer's record prior to responding and to provide specific rather than generalized responses.

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Office of Admissions
1149 South Hill Road
Los Angeles, CA 90015-2299

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180 Howard Street
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Telephone inquiries should be directed to:

Los Angeles

San Francisco

(213)765-1550

(415) 538-2300