

Frequently Asked Questions – Exam Applicants Reapplying

Basic Info

Q. When is the application due?

A. Priority deadline for the February exam is November 1 of the previous year; if your application is postmarked November 2 through December 1, **you do not have to include the late fee if you are sitting for the February exam immediately following the July West Virginia exam administration you did not pass.** Applications postmarked after December 1 will not be accepted. We will not accept applications for the February exam before August 1 of the preceding year.

Priority deadline for the July exam is April 1; if your application is postmarked April 2 through May 1, **you do not have to include the late fee if you are sitting for the July exam immediately following the February West Virginia exam administration you did not pass.** Applications postmarked after May 1 will not be accepted. We will not accept applications for the July exam before March 1.

Q. What do I need to submit to reapply?

A. **If you are retaking an exam immediately following a West Virginia exam administration, follow the instructions to reapply as listed on your most recent results letter.** The application fee must be submitted for each exam administration, and a new *Application Affidavit*, *Affidavit of Authorization and Release*, and an *Application Update Form* must be submitted. If your application is three or more years old (date is on the application bottom right-hand corner), you must complete and submit a new application; you may wait for a successful bar examination score to upload the application and payment to the NCBE for your background investigation.

An applicant who has failed to earn the minimum score required to pass in this State after a fourth examination, taken in this or any other jurisdiction, must submit a written request to the Board for permission to sit. If you sat for exams in other jurisdictions, copies of your official score reports should be submitted along with your request.

The WVBLE office will notify you, during the application process, of credentials (certificates of good standing, copies of applications filed in other jurisdictions, etc.) which require updating.

To ensure that your NCBE account accurately reflects your testing jurisdiction(s) and exam date(s), you must add the West Virginia bar examination year and month for which you are applying to sit under your NCBE account.

Application Update Information

Q. What documents must I include with my update?

A. You must provide all required attachments as listed on the application (legal proceedings, financial responsibility, military, etc.), if applicable; if you no longer have these materials, contact the issuing agency and if they no longer have copies of these available to you provide their response in writing (these required attachments must be provided to the WVBLE with your update form at the time of reapplication).