



Supreme Court of Wisconsin

BOARD OF BAR EXAMINERS
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INFORMATION AND FILING INSTRUCTIONS – ONLINE APPLICATION

JULY 2027 Uniform Bar Examination (UBE) ([SCR 40.04\(2\)](#))

Read this information carefully and retain it for future reference. All deadlines are firm and will not be extended. Filing of an application must be completed through the BBE online application system. Applications and other forms may not be submitted via facsimile or e-mail.

Applications are timely filed pursuant to [SCR 40.14](#). An application will not be considered filed until proper payment is received. **RETAIN A COPY OF THE APPLICANT QUESTIONNAIRE AND AFFIDAVIT FOR YOUR RECORDS.** There is a fee for extra copies of an application should one be needed at a later date. It is advantageous to file as early as possible to avoid late fees and possible delays in processing your application. Processing takes an average of three to six months.

As part of the admission process, all applicants undergo a character and fitness investigation.

DEADLINES FOR THE JULY 2027 UNIFORM BAR EXAMINATION:

Mon., May 3, 2027	Initial Deadline for filing application, authorization and release form, and \$450 fee. If all three items are not submitted by this date, a \$200 late fee will be assessed. Deadline for receipt of forms necessary to support a request for special testing accommodations.
Tues., June 1, 2027	Final Deadline for filing application and \$650 fee.
Thurs., July 1, 2027	Deadlines: • Submission of Exam Eligibility Materials. (See Exam Eligibility) • Upload Photo to online application account. • Application Withdrawal with Partial Refund. (Written Request Required)
Mon., July 26, 2027	MANDATORY Exam Registration: Assigned times to be determined.
Tues., July 27, 2027	Uniform Bar Examination (Essay Portion): 9:00 a.m. - 4:30 p.m. <u>July 2027 Site:</u> To be determined
Wed., July 28, 2027	Uniform Bar Examination (MBE Portion): 9:00 a.m. - 4:30 p.m.
Wed., September 1, 2027	Tentative date for release of examination results.

INITIAL APPLICATION PROCESS

If you experience any technical difficulties while completing the online application, please contact E-file Support at 800-462-8843 or ecourts.administration@wicourts.gov.

In order for your application to be considered filed, the following items must be received by the final filing deadline:

- (1) **The Applicant Questionnaire (BE-001):** Once you create an account through the [Online admission site](#), the Applicant Questionnaire will be generated. The Applicant Questionnaire must be completed and the affidavit signed electronically via a two-factor authentication process. **You may wish to bookmark this site to more easily check the status of your application once it has been submitted.**

In response to Question 3(b) of the applicant questionnaire, please provide an NCBE number. All Wisconsin UBE applicants are **required** to obtain and provide an NCBE number. To obtain your individual number, please visit the National Conference of Bar Examiners website at www.ncbex.org. Failure to provide an NCBE number prohibits applicants from sitting for the UBE.

- (2) **Authorization and Release Form (BE-002):** Applicants must complete this form, print it, and have it notarized. Applicants will then need to scan and upload the signed, dated, and notarized form into their electronic application. An updated form will be required for every exam. Release forms from prior exams will not be accepted.

- (3) **Filing Fee:** The applicable filing fee (See the fees on Page One) may be paid using one of the following methods:

In conjunction with the submission of an application through the online portal.

- Online at <https://www.wicourts.gov/services/payment/paymentbbe.htm> if payment could not be made with the submission of an application.
- Check or money order made payable to the Board of Bar Examiners and sent to the Board of Bar Examiners, P.O. Box 2748, Madison, WI 53701. **Checks and money orders must include the applicant's name.** Checks and money orders that do not have the applicant's name on them will be returned, thereby delaying the filing of the application.

Applications will not be considered filed until payment is received by the BBE.

Veterans Fee Waiver: Eligibility for this fee waiver is determined by the Wisconsin Department of Veterans Affairs. For more information and details about how to apply for a fee waiver, go to <https://dva.wi.gov/pages/educationemployment/feewaiver.aspx>. Upon receiving written authorization of the waiver, please upload the document along with your application.

Applicants Requesting Testing Accommodations:

The BBE makes reasonable accommodations for testing disabled applicants. The test facility is accessible for persons with mobility restrictions. Applicants who have other special testing needs should be aware that the Special Testing Accommodation Information and Forms (BE-180 through BE-187 – *generated by answering the corresponding application questions*) and supporting documentation must be received in the BBE office **no later** than the first filing deadline. Facsimile or email transmissions are not accepted. **NOTE:** Do NOT submit a request for special accommodations BEFORE submitting your actual application. Applicants may submit the completed forms and supplemental materials by scanning them into one PDF document. This document may be uploaded to the applicant's online application file by filing an Amendment to Application (see Changes/Amendments to an Application). The request for special accommodations forms may also be filed by mailing the necessary forms and supplemental documents to the BBE office.

WISCONSIN LAW & PRACTICE EDUCATIONAL COMPONENT

Before being admitted to the practice of law in Wisconsin via the UBE, applicants must successfully complete twenty-one (21) hours of the Wisconsin law and practice educational component (WI Component). The WI Component is comprised of subject matter that is based on the diploma privilege requirements and approved by the Board.

The WI Component must be completed no later than 12 months after receiving notification of a passing UBE score.

To complete the WI Component, applicants must take two hours in each of the following six “core” categories for a total of twelve (12) hours: Criminal Law, Ethics & Professional Responsibility (EPR), Evidence, Family Law, Torts, and Trusts & Estates. The remaining nine (9) hours may be taken from either the “core” curriculum or from the “optional” curriculum. For more detailed instructions about how to register for and complete the Wisconsin component, please click on the following link (<https://www.wicourts.gov/services/attorney/docs/wieducationalcomponentpurchaseguide.pdf>).

EXAM ELIGIBILITY

To be eligible to sit for the UBE all of the following are required:

- (1) Each of the three items in the Initial Application Process above must be submitted;
- (2) A final law school transcript **OR** a Dean’s Certificate must be submitted; and
- (3) A recent photo must be uploaded to your online application account

Approximately three weeks prior to the bar examination, applicants will receive an email advising them whether they are eligible to sit for the exam.

Transcript/Dean’s Certificate Requirements:

The final law school transcript and the dean’s certificate must be sent directly to the BBE by the law school.

NOTE: If you are a graduate of a non-ABA-approved law school and are otherwise eligible to sit for the examination, you **must** also arrange to have a good standing certificate (or sometimes called a “certificate of admission”) sent directly to the BBE.

Photo ID Requirements: You are required to upload a recent (taken within the last six months) passport style or “head shot” photo by July 1st for July bar examinees. The photo must meet the following requirements:

- The photo must be a “JPEG” file and no larger than 10 MB.
- The photo must be clear and in color with appropriate brightness and contrast.
- The photo must be taken with uniform lighting and not show shadows or flash reflections.
- The photo must show you facing squarely into the camera with your eyes open and face clearly visible (no hair across your eyes).
- The photo must show a neutral facial expression or a natural smile.
- The photo must be taken with a plain light-colored, solid background.
- The photo must show you alone.
- Photos with red eyes will not be accepted.
- The Square Camera Mode on a cell phone may be used. Photos must be taken from at least 24 inches away from your face. (No Selfies)
- Eyeglasses may be worn but the photo must show your eyes clearly with no flash reflection; tinted lenses are not allowed.
- No hat or head covering may be worn except for religious purposes.
- If you wear a hat or head covering for religious purposes, submit a signed statement that verifies that the hat or head covering in your photo is part of recognized, traditional religious attire that is

customarily or required to be worn continuously in public.

- If you wear a hat or head covering for medical purposes, submit a signed doctor's statement verifying the hat or head covering in your photo is used daily for medical purposes.
- Your full face must be visible and your hat or head covering cannot obscure your hairline or cast shadows on your face.
- No headphones or wireless hands-free devices may be worn in the photo.

The BBE reserves the right to request additional photos if the above requirements are not met or if difficulties with the photo upload occur.

REGISTRATION & TAKING THE EXAMINATION

- (1) **Registration** is mandatory. Applicants who fail to attend registration should not expect to sit for the bar examination. At registration, applicants must present one current and valid (not expired) form of identification bearing your signature **and** photograph. This identification must be either a driver's license, government issued photo ID card, or a passport. The identification must show the name under which you have applied to take the bar examination. If you have changed your name, your identification must reflect your new name. At registration, applicants will receive their identification badge which is required for entry into the examination. We recommend that all applicants are physically present in Madison, WI, no later than the morning of registration.

- (2) **Laptop Computer Testing**

Ordinarily, applicants use their own laptop computers for the essay portion of the bar exam. The software vendor charges a fee for this purpose, payable directly to the vendor when you register and download the software. Applicants will receive a communication from the BBE with instructions for how to register and download the software.

The Extegrity Exam4 software has a well-established reputation as exceptionally stable and trouble-free exam software. More than one million law school and bar exams have been taken with Exam4 nationwide since 2001. Examinee work is protected by an auto-save every ten seconds and automatic backups every two minutes. Technical support will be available. Additional information can be found at www.exam4.com.

In the very unlikely event that the software or your laptop fails and the technicians are unable to restore its use, the director has discretion to grant you a reasonable extension of time to complete your exam by hand.

EXAM PREPARATION & MATERIAL TO BE TESTED

- (1) **Exam preparation:** There is no official bar review course for applicants. The BBE does not endorse any review course and does not act as a clearinghouse for bar review information. Many individuals find that their own law school texts and notes, together with sample questions and other information available on the National Conference of Bar Examiners (NCBE) website, provide an ample basis for preparation.
- (2) **Material to be tested:** The UBE is composed of the following components: The Multistate Essay Examination (MEE), Two (2) Multistate Performance Test (MPT) tasks, and the Multistate Bar Examination (MBE). Information is available from the National Conference of Bar Examiners (NCBE) through its website at www.ncbex.org.
- (3) **Passing Score**
Candidates must achieve a scaled score of **at least 260** on the UBE.

ADDITIONAL REQUIREMENTS FOR ADMISSION

In addition to completing the Wisconsin law and practice educational component, applicants must submit all of the following items for their file to be complete:

- (1) **Dean's Certificate** (Form BE-171 - *generated within the application*): Every applicant must arrange to have the dean of the law school conferring the J.D. provide a certificate of character and fitness. A form for this purpose is available from the list of available forms in your online application account after you have submitted your application. The Dean's Certificate must be sent directly to the BBE by the certifying official at the law school where your J.D. was or will be conferred.
- (2) **Official Transcripts**: The BBE now accepts electronic transcripts that originate directly from educational institutions that are located in the United States and from certain recognized vendors. Electronic transcripts will only be accepted directly from a U.S. educational institution or from the institutions approved designee. Electronic transcripts are to be sent to BBE.WITranscripts@wicourts.gov. Educational institutions that do not currently issue electronic transcripts must instead mail them directly to the Board of Bar Examiners. Transcripts are required for the following:
 - a. Undergraduate transcript: The BBE requires an official transcript from undergraduate schools (including College Level Examination Program (CLEP) examinations) that conferred a degree.
 - b. Law school transcripts: The BBE requires an official transcript from all law schools attended that indicates that the J.D. degree has been conferred.
 - c. Other transcripts: The BBE requires a transcript from all schools you attended following high school, including, for instance, law schools, summer schools, foreign study (including foreign exchange programs), technical schools, graduate schools, medical schools, etc., regardless if a degree was conferred.
- (3) **Military Discharge Certificate**: If you served in the Armed Forces, it will be necessary for you to provide the BBE with a copy of your most recent DD-Form-214 (Report of Separation). If you served in the National Guard, provide your most recent NGB-Form 22. This document may be uploaded into your online application.

The BBE must be able to correspond with all applicants, character references, and employment references by mail, phone, and email. Please verify that all contact information supplied in your application is current and accurate. In order to receive important timely email notifications from the Board of Bar Examiners, please verify that your spam filters are not blocking emails from wibbe.admissions@wicourts.gov. If you or your references experience other problems receiving emails from the Board of Bar Examiners, please contact the office at (608) 266-9760.

- (4) **Character Reference Questionnaires**: Select as character references (Question 36) persons who have known you for no less than two years and who are familiar with your character and fitness. Do not include any family members, in-laws, fiancé/fiancée, significant other(s), or anticipated future family members. You are **required** to provide a valid email address for each character reference. A questionnaire will be emailed to your references after the BBE has determined that your application is filed. The email sent to character references will contain a link to a survey that they must complete and submit. The survey link will only work once for each reference and the survey may only be completed by the references listed in your application.
- (5) **Employment Verifications**: If you are legitimately unable to locate an email address for an existing or prior employer, please enter the following email address: unknown@unknown.com, AND then provide an explanation under the "reason you left job and sought another" section as to why you are unable to provide an email address. Please be aware that failing to include an email address for an employer may slow the application process.

- (6) **Other Requested Items:** Typical items include criminal history reports and driving abstracts.

These items, unless otherwise indicated, must be sent directly to the BBE by the issuing institution or agency. Facsimile transmissions are not accepted. Applicants should refrain from furnishing an addressed, stamped envelope to the institution, as this practice makes the origin of the documents unclear. If, however, certifying officials require that you supply a stamped envelope, use a plain white envelope, with a U.S. postage stamp affixed to it, and ask that the office from which it is being mailed rubber stamp or type its name and address on the envelope across the seal flap, as well as on the front.

Once an application is reviewed, staff will contact applicants in writing, including by email, to request any other required documentation. Any such additional documentation must be obtained by the applicant at the applicant's expense. Applicants will not be certified for admission until all required documents are on file. The BBE will close an applicant's file if it is not complete within six months after successful passage of the bar exam. Applicants are responsible for checking the status of their applications by reviewing their online application account.

REQUIRED MATERIALS FOR APPLICANTS ADMITTED TO PRACTICE IN OTHER JURISDICTIONS

All applicants who are admitted to practice law in other jurisdictions must submit the following items:

- (1) **Good Standing Certificate:** Applicants who have been or are currently admitted in other jurisdictions must have each jurisdiction in which they are admitted send directly to the BBE a current good standing certificate dated no earlier than the first filing deadline of the corresponding exam. This certificate must be issued by the Clerk of the highest court (normally the Supreme Court) in the admitting jurisdiction. Only original certificates are acceptable.
- (2) **Disciplinary History Letter:** Applicants who have been or are currently admitted in other jurisdictions are required to have the bar disciplinary agency in each jurisdiction submit directly to the BBE a letter that sets forth the applicant's disciplinary history, including the disposition of all complaints filed against the applicant. The letter must be dated no earlier than the first filing deadline of the corresponding exam.

Because a high volume of applicants are also licensed in the following jurisdictions, these addresses are supplied to assist in locating the proper agencies for good standing certificates (GSC) and disciplinary history letters (DHL):

CA	GSC	California Supreme Court Certificate of Standing: https://www.calbar.ca.gov/Attorneys/For-Attorneys/About-Your-State-Bar-Profile/Certificates-of-Standing#4
	DHL	Complaint Check Certificate of Standing: https://www.calbar.ca.gov/Attorneys/For-Attorneys/About-Your-State-Bar-Profile/Certificates-of-Standing#4
IL	GSC	Certificate of Admission/Good Standing: https://www.illinoiscourts.gov/eservices/how-to-obtain-a-certificate-of-good-standing/
	DHL	Letter of Good Standing: https://registration.iardc.org/attyreg/Registration/
MI	GSC	Certificates of Good Standing: https://www.courts.michigan.gov/courts/supreme-court/clerks-office/attorney-certification/
	DHL	Certificate of Disciplinary History: https://www.adbmich.org/media/vk0ljy2v/request-for-discipline-history-certificate.pdf
MN	GSC	Certificate of Good Standing: https://www.lro.mn.gov/for-lawyers/order-certificate-of-good-standing/
	DHL	Disciplinary History: https://lro.mn.gov/for-lawyers/disciplinary-history-request/
NY	GSC	Certificate of Good Standing: https://portal.nycourts.gov/CoGS/
	DHL	Contact the agencies in each appellate division in which you are admitted.

CHANGES/AMENDMENTS TO AN APPLICATION

Applications must be kept current. All applicants are reminded of their continuing obligation to update a pending application. This also applies to applicants during the pendency of an appeal from an adverse determination by the Board. Applicants wishing to augment or alter entries to their application affidavit, including name changes, are advised to file an Amendment to Application by logging into their online application file and following the steps to submit it. The BBE will address any omissions and misrepresentations that are found under its character and fitness rule, [SCR 40.06](#).

Applicants who change their names for any reason during the pendency of their application must execute an Amendment to Application in the online application file, setting forth the former and present names, the reason for the change, and the effective date of the change. Applicants must upload any relevant documents, such as a marriage license, etc.

The BBE will communicate its actions in writing to applicants at their last email address and/or mailing address provided to the BBE within the online application file. Mailing address, email address, and telephone number changes must be completed within the online application file. Select “Update Current or Future Mailing Address” and follow the steps to submit the change of address. Written, facsimile, or email transmissions are not accepted for a change of address. Changes to contact information must be made in the online application program.

AVOIDING DELAY IN THE APPLICATION PROCESS

It is the applicant’s responsibility to check the status of his or her pending file through the online application system or by contacting the BBE. To expedite the processing of an application, use care in completing it. Applications that are carelessly or incompletely prepared cause delays in processing. Be sure to answer all portions of each question completely. Provide as many details and as much information as possible to avoid delay in processing your application. If unable to recall necessary details, applicants must offer an explanation as to why the required information was not provided. State “not applicable” if appropriate. Supply complete email and mailing addresses, including zip codes, where requested. Account for any gaps as instructed on the application itself. Do not provide documents not specifically requested in the application or in the filing instructions. If the BBE requires further documentation, its staff will make a request in writing. It is imperative that applicants use current and valid email contact information when creating their online filing account, and that they keep their online account current. The Board of Bar Examiners will communicate with applicants primarily by email and, if necessary, by U.S. Postal Service. Applicants must keep their online filing account and application current with any changes to email or mailing address.

WITHDRAWAL FROM EXAMINATION

Applicants who wish to withdraw from the examination must submit a written request setting forth their reasons. Applicants who fail to appear at the bar exam without first submitting a written request to withdraw will be officially recorded as a “no show” and will not be granted a refund.

HOTEL INFORMATION

The venue for the July 2027 administration of the examination is yet to be determined.

ADDITIONAL INFORMATION

Applicants are responsible for checking the status of their pending files. All applicants will be notified by the BBE by email when their files are complete and they are certified for admission. Applicants will be notified by email when the bar exam results are available for viewing in their electronic application account.

Application files are confidential under [SCR 40.12](#). Therefore, the BBE and its staff will discuss the contents of an application only with applicants.

COPIES OF APPLICATIONS

We recommend that applicants print a copy of their completed application, particularly since the BBE may contact applicants about the information provided. You will be able to access your application and any amendments made in your online application file until you have been admitted to practice law in Wisconsin. After you have been admitted, you will no longer have access to your online application file. To obtain a copy of your application and amendments, email a request to benjamin.converse@wicourts.gov and be sure to include the online payment confirmation number in the email request. Payments should be made electronically at <https://www.wicourts.gov/services/payment/paymentbbe.htm>. There is a \$10.00 fee for a regular copy or a \$12.00 fee for a certified copy.

RULES & FORMS

The following rules and forms are available online at www.wicourts.gov.

[SCR Chapter 40](#)

[SCR Chapter 40 Appendix](#)

[Dean's Certificate \(BE-171\)](#)

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