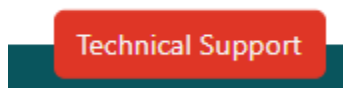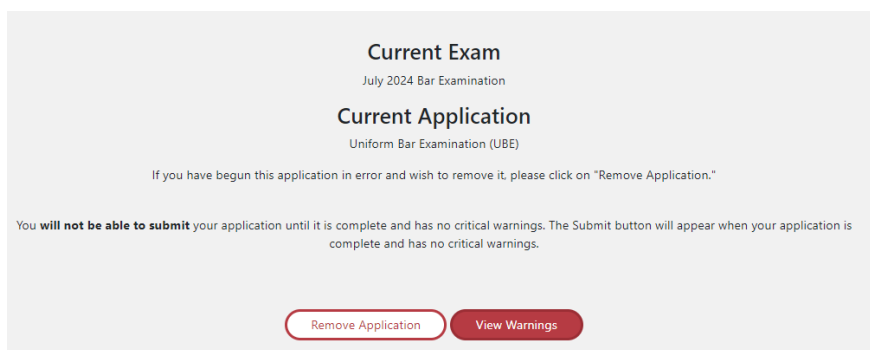# Instructions for Completing an Application

- Please note that if you encounter technical problems or have a technical question as you progress through the bar application process, you must complete a "Technical Support" request. This button is found in the lower right corner of the page. These questions are answered by technical support personnel that are outside of the Office of Bar Admissions.

- You may not start a new application while you have an application pending. If you would like to delete an application and begin a new application, you can do so by clicking "Remove Application."

- Before applying for admission to practice in South Carolina, first you must register for an account on this website. Click "Register" to begin the registration process. Your login information will be the email address and password you created at registration.

- When you log in to your account, the page will look like the screenshot below. This page is known as your "User Home" page. "User Home" is where you complete and submit your application, upload documents, and receive notifications from the Bar Admissions' office. To begin your application, click "Apply" beside the correct application.

Supreme Court of South Carolina
Office of Bar Admissions

Welcome Jane Doe

Web ID: 3520 | Last Login: Jul 31 2024 | Registration Date: Jul 31 2024

NEW APPLICATION

Uniform Bar Examination (UBE)

UBE General Information
Rule 402, SCACR
Browse Forms
Uniform Bar Examination Instructions

Apply

Uniform Bar Examination (UBE) Transfer

UBE Transfer General Information
Rule 402, SCACR
Browse Forms

Apply

- Within your application on the left side of the page, you will see a box with arrows and section names underneath as shown below.

- Click the arrows on the right side of the box for a drop-down listing of the various sections within the application.

- You can update your mailing address or phone number by going to your "User Home" page and clicking "Edit Personal Info" at the top right corner of the page. If you have moved, you also need to update the residential section of your application.

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- When the application is complete, you will see a green check on your "User Home" page. If there are missing answers, you will see a red exclamation point. You may click the exclamation point to show which sections are missing answers. You may stop and save your progress at any time while completing your application.

- The character affidavit documents must be sent to other people to be completed. The Authorization & Release and Verification of Application for Admission documents must be filled out, printed and notarized. You may want to consider completing the character affidavits, Authorization & Release, and Verification of Application for Admission requirements at the beginning of your application process to ensure you submit your application timely. You may print these documents from your "User Home" page under "Documents."

- You may upload your required documents as you go through the application, or you may wait until you have completed your application. You will upload your documents from your "User Home" page under "Required Documents." To upload, you will click on the red "Upload Documents" button.
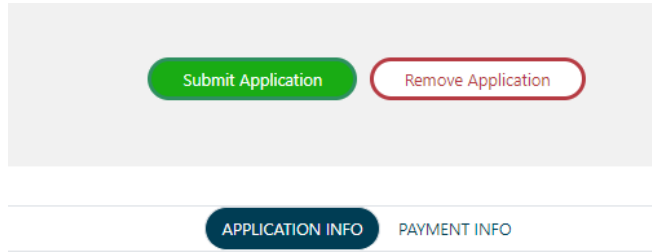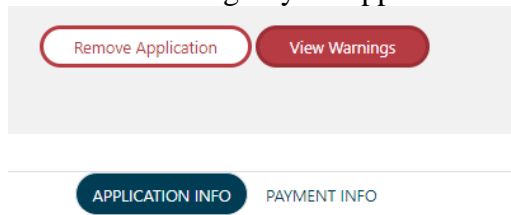

- To upload your photo, go to the ribbon of tabs on your "User Home" page as shown below. Click the "Photo" tab to begin your upload.
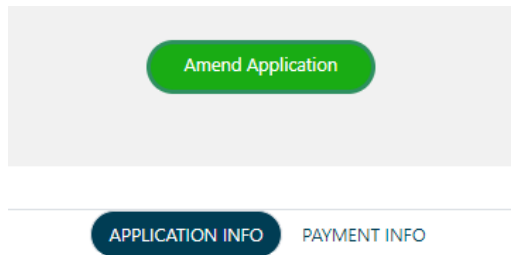

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- You will not be able to submit your application until every required answer is complete, and all required documents and your photo have been uploaded. When all items have been completed and uploaded, you are ready to submit your application. You will now see a green "Submit Application" button.

- The "View Warnings" button can be found on your User Home page. If you think you have completed your application and uploaded all documents but you do not see a green "submit" button, click the "View Warnings" button to view the items that are missing in your application.

- After your application has been downloaded by the Office of Bar Admissions, you will see an "Amend Application" button appear on your User Home page. You will click this button if you need to amend your application.

- Once your application has been processed additional tabs will be added to the ribbon. This is where you can correspond with the Office of Bar Admissions and see any deficiency items.