

## Bar Certification Request Form

Please return all bar certification request forms to:  
**Dean Stuart Schept** (Schept@law.edu) c/o **Ms. Tiffany Jones** (Jonestr@law.edu)  
3600 John McCormack Rd N.E., Suite 343  
Washington, DC 20064  
202-319-4004 (fax)

Our office requires 5-7 business days to process all bar certification requests. Our office is unable to provide same day or emergency service, so please plan accordingly.

### Student Information

Name: \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Student name while in attendance (Last, First, M.I.) MO. DAY YR.

\_\_\_\_\_  
Student ID Number Daytime telephone number Email Address

Date of Graduation/Last Attended: \_\_\_\_\_

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### Bar Exam Information

**The deadline for this form is:** \_\_\_\_\_

I am requesting a bar certification for:

State: \_\_\_\_\_ Date of Exam: February 20 \_\_\_\_/July 20\_\_\_\_ N/A

Are you including a bar form from the state with this request? Yes  No

Is this your first bar exam? Yes  No  Are you waiving in by motion? Yes  No

If this is not your first exam, where did you first sit for the bar?

State: \_\_\_\_\_ Date of Exam: February \_\_\_\_\_ July \_\_\_\_\_

**Transcripts are the responsibility of the student. Please contact the University Enrollment Services Office for official transcripts. Visit: <http://enrollmentservices.cua.edu/Registration-and records/Transcripts.cfm> for more information**

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Mailing Information: Please allow 5-7 business days for processing

Please check one:

**Pick up:** (\_\_\_\_)

**Mail to:** (\_\_\_\_)

Note: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature required for processing