

Checklist for UBE Transfer Applications from Texas Law Students

This checklist is for your convenience. Do not upload it. It is not a substitute for reading and complying with the [Rules Governing Admission to the Bar of Texas](#).

To submit your application

- Instructions** – Read. When you are done, a green checkmark will appear.
- Application** – Complete. When you are done, a green checkmark will appear.
- Authorization and Release** – Complete, then upload through the Upload Required Documents feature.
- Government-Issued ID** – Upload a color scan through the Upload Required Documents feature.
- Submit Application and Pay Fees by the [Deadline](#)** – Once you have completed each step above, a green Submit button will appear. Click it and follow the prompts to submit fees.

Required for Character & Fitness Investigation

- Fingerprints** – Complete the [fingerprinting process](#). (If you were fingerprinted when you filed your Declaration of Intent to Study Law, you do not need to be fingerprinted again.)
- Law School Application** – For each law school you attended within the last 5 years seeking a JD or other law degree, upload your law school application through the Upload Required Documents feature. (If you provided this documentation when you filed your Declaration of Intent to Study Law, you do not need to provide it again. If you transferred law schools since you filed your Declaration of Intention to Study Law, upload your transfer law school application.)
- Additional Information & Updates** – Depending how you answered certain questions in your application, you may need to upload additional required documents. Review the Upload Required Documents page and upload all required documentation. If Board staff requests additional information or documents, immediately provide such information. You are obligated to amend your application as needed so that your responses remain full, frank, true, and correct.

To be licensed

- Birth Certificate or Other [Rule 2\(a\)\(5\)](#) Documentation** – Upload a color scan through the Upload Required Documents feature. (If you provided this documentation when you filed your Declaration of Intent to Study Law, you do not need to provide it again.)
- JD Certification** – Texas law schools provide this information directly to the BLE beginning in January for the February bar exam and in June for the July bar exam. If

you had not been awarded your JD by the time you received your admission ticket for the exam, you sat for the exam under [Rule 3\(a\)\(3\)](#), and we must receive proof from your law school that you've been awarded your JD degree. You will be notified if you are required to take action.

- MPRE** – Have your MPRE score of 85 or higher reported to us. See our [FAQs](#) for more information.
- Character & Fitness Approval** – in most cases, the Board has 270 days to complete its character and fitness investigation. For more information, please see our [Character & Fitness page](#).
- Texas Law Course (TLC)** – [Please see our TLC FAQs](#).

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