

## Checklist for UBE Transfer Applications from Re-applicants

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. (If you provided this documentation when you filed a previous bar exam application, you do not need to provide it again.)
- 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 a previous bar exam application, 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 previous bar exam application, you do not need to provide it again. If you transferred law schools since you filed your last bar exam application, upload your transfer law school application.)
- For Attorneys:** Updated [Certificate\(s\) of Good Standing](#) and [Statement\(s\) of Discipline](#) – For each state or foreign nation in which you are, or ever have been, authorized to practice law, upload a Certificate of Good Standing and a Statement of Discipline through the Upload Required Documents feature.
- 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 a previous bar exam application, you do not need to provide it again.)

- JD Certification** – You will be notified if you are required to take action. (If you provided this documentation when you filed a previous bar exam application, you do not need to provide it again.)
- MPRE** – Have your MPRE score of 85 or higher reported to us. See our [FAQs](#) for more information. (If you provided this documentation when you filed a previous bar exam application, you do not need to provide it again.)
- 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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