

## **Checklist for UBE Transfer Applications from Attorneys from Another State**

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** – Once you have completed each step above, a green Submit button will appear. Click it and follow the prompts to submit fees.

### **Character & Fitness and Eligibility Investigation**

- Fingerprints** – Complete the [fingerprinting process](#).
- [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.
- JD Certification** – Complete the top box, then give the form to your law school.
- MPRE** – Have your MPRE score of 85 or higher reported to us. See our [FAQs](#) for more information.
- Character and Fitness Approval** – 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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