

## Checklist for Texas Bar Exam Applications from Foreign-Trained 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

- Photo** – Upload an acceptable photo through the Upload Your Photo feature.
- 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.
- Handwriting Sample** – Complete, then upload through the Upload Required Documents feature.
- Government-Issued ID** – Upload a color scan through the Upload Required Documents feature.
- Testing Accommodations** – If you are applying for testing accommodations, you must upload all required forms and documents through the Upload Required Documents feature at the time you submit your bar exam application.
- 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](#).
- 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.
- 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 receive admission ticket for bar exam – Rule 13(4)(a)

- Initial Foreign Law Degree Transcripts** - Arrange for the law school that you attended for your initial law degree to MAIL a certified copy of your law school transcripts directly from their office to our office. Documents in a language other than English must be translated by a disinterested third party, and the translation must be provided in addition to the original document. Alternatively, if you

provided these transcripts to an ABA-approved U.S. law school when you applied for an LL.M. program, you may arrange for that law school to MAIL or EMAIL us a certified copy of their LSAC records. We do not accept applicant-provided transcripts.

- 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.
- Exam Eligibility Approval** – Once we have approved your eligibility to take the exam, a note will appear on your ATLAS User Home page.

#### **To receive admission ticket for bar exam – Rule 13(4)(b)**

- Foreign Law Degree Transcripts** - Arrange for the law school that you attended for your initial law degree to MAIL a certified copy of your law school transcripts directly from their office to our office. Documents in a language other than English must be translated by a disinterested third party, and the translation must be provided in addition to the original document. Alternatively, if you provided these transcripts to an ABA-approved U.S. law school when you applied for an LL.M. program, you may arrange for that law school to MAIL or EMAIL us a certified copy of their LSAC records. We do not accept applicant-provided transcripts.
- LL.M. Degree Transcripts** - Arrange for your LL.M.-granting law school to MAIL directly from their office to our office a certified transcript for your LL.M. degree, which must show the courses you completed and the date that the LL.M. degree was awarded. Do not upload an unofficial transcript; we do not accept transcripts provided by applicants.
- Exam Eligibility Approval** – Once we have approved your eligibility to take the exam, a note will appear on your ATLAS User Home page.

#### **To receive admission ticket for bar exam – Rule 13(4)(c)**

- 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.
- LL.M. Degree Transcripts** - Arrange for your LL.M.-granting law school to MAIL directly from their office to our office a certified transcript for your LL.M. degree, which must show the courses you completed and the date that the LL.M. degree was awarded. Do not upload an unofficial transcript; we do not accept transcripts provided by applicants.
- Exam Eligibility Approval** – Once we have approved your eligibility to take the exam, a note will appear on your ATLAS User Home page.

### **To receive admission ticket for bar exam – Rule 13(5)**

- 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.
- Foreign Law Degree Transcripts** - Arrange for the law school that you attended for your initial law degree to MAIL a certified copy of your law school transcripts directly from their office to our office. Documents in a language other than English must be translated by a disinterested third party, and the translation must be provided in addition to the original document. Alternatively, if you provided these transcripts to an ABA-approved U.S. law school when you applied for an LL.M. program, you may arrange for that law school to MAIL or EMAIL us a certified copy of their LSAC records. We do not accept applicant-provided transcripts.
- LL.M. Degree Transcripts** - Arrange for your LL.M.-granting law school to MAIL directly from their office to our office a certified transcript for your LL.M. degree, which must show the courses you completed and the date that the LL.M. degree was awarded. Do not upload an unofficial transcript; we do not accept transcripts provided by applicants.
- Exam Eligibility Approval** – Once we have approved your eligibility to take the exam, a note will appear on your ATLAS User Home page.

### **To use your laptop for the bar exam**

- Laptop Registration** – If you have applied to use your laptop on the exam, you will need to complete laptop registration, which includes purchasing and installing Exam360. See our [Laptop Information page](#) for details.

### **To be licensed**

- Pass the Bar Exam**
- Birth Certificate or Other [Rule 2\(a\)\(5\)](#) Documentation** – Upload a color scan through the Upload Required Documents feature.
- MPRE** – Have your MPRE score of 85 or higher reported to us. See our [FAQs](#) for more information.
- Character & 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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