



## **Uniform Bar Examination Transfer Application Checklist**

Refer to Arizona Supreme Court Rule 34(h) and 36

This list is being provided to assist in advance-planning for completing a Uniform Bar Examination Transfer Application. Other than the fingerprint card, all supporting documentation must be completed and uploaded online.

### **General Application Requirements**

#### **1. Lawful Status Documentation**

- US Citizens: Birth certificate, passport information page, valid driver's license, or certificate of naturalization.
- Non-US Citizens: Official documentation of immigration status.

#### **2. Residence History**

- City and state of residential addresses for the last ten years or since age 21, whichever is shorter.

#### **3. Military Documentation (if applicable)**

- DD214 for discharged active-duty military.
- Discharge papers from military reserve components.
- Documentation of any military discipline.

#### **4. Academic History**

- Dates of attendance and names of all universities/colleges and law schools attended.
- Details of any discipline that appears on academic record.

#### **5. Licensing History**

- Dates and outcomes of applications to practice law in other jurisdictions.
- Dates and outcomes of applications to other professional licensing agencies (e.g., teacher, pilot, accountant, etc.).
- Details and supporting documentation of professional discipline in the last ten years or since age 21, whichever is shorter.

#### **6. Employment History**

- Chronological accounting of five most recent employers within the last ten years or since age 21, whichever is shorter.
- Employment details: Dates, employer names, supervisor names, job titles, email addresses, and phone numbers.
- Details of any discipline or dishonesty in employment within the last ten years or since age 21, whichever is shorter.

## 7. References

- If unable to provide a legal-related employment reference, provide one non-employment reference, such as an attorney, judge, or law professor who can speak to your character.

## 8. Civil, Criminal, and Driving History

- Civil actions, not including divorce (past ten years): Copies of complaints and dispositions, including settlement agreements if applicable, judgment, satisfaction of judgment, and dismissal and/or dismissal after settlement.
- Civil or administrative actions alleging fraud, deceit, misrepresentation, forgery, or legal malpractice (lifetime): Copies of complaints and dispositions, including settlement agreements if applicable, judgment, satisfaction of judgment, and dismissal and/or dismissal after settlement.
- Criminal matters resulting in arrest, charge, conviction, guilty plea, or no contest plea to a misdemeanor or felony (lifetime): From Law Enforcement: copy of complete police report including officer's narrative report. From Court: complaint, plea agreement (if any), disposition, sentence, (appeal, if any), and proof of satisfaction of all conditions imposed.
- Certified driving record from every state where licensed within the last ten years (must be current within 90 days).

## 9. Financial History

- Details regarding delinquent debt, default on any order of court, or failure to meet financial obligations; must also include steps taken to bring account current.
- Bankruptcy within the last ten years or since age 21, whichever is shorter: Petition, schedules of indebtedness, discharge order, detailed explanation of the circumstances, including any steps taken to meet obligations and avoid filing.

## 10. Photo Requirements

- Full face view, directly facing the camera, with a neutral expression and both eyes open.
- Color photo.
- Photo must show only you in front of a plain white background.
- Have uniform lighting - the photo must not show shadows or shadowing of facial features.
- Glasses are permitted; however, glare in the photo is not acceptable (glare can be avoided with a slight downward tilt of the glasses or by turning off the flash).
- No hat or head covering unless worn for religious purposes.
- 300 x 300 pixel square once uploaded.
- Photo file type must be a .png, .jpg, or .jpeg
- Taken within the past 6 months to reflect your current appearance. If your photo is over 12 months old or your appearance has changed, you are required to upload a new photo that reflects your current appearance. To do so, you can use the "Upload Photo" button in the UPLOAD YOUR PHOTO box on your user homepage.

## 11. MPRE Score

- Evidence of a minimum score of 85 on the MPRE.
- Copy of **official** MPRE score report can be requested on the NCBE website at [www.ncbex.org](http://www.ncbex.org), or
- Original letter from the jurisdiction you were admitted indicating scaled score of 85 or greater.

## 12. Arizona Law Class

- For registration information on how to fulfill this requirement, please go to the following link, where you will find information allowing you to view video

modules from your computer in any location. Your completion of all online modules and an evaluation triggers internal notification of completion to our staff. You are not required to upload or submit a certificate of completion. Register at: [www.azcourts.gov/educationservices/Committees/JCA/Online-Registration](http://www.azcourts.gov/educationservices/Committees/JCA/Online-Registration)

### **Specific Uniform Bar Examination Transfer Application Requirements**

1. **Declaration** (must be notarized)
2. **Authorization and Release Form** (must be notarized)
3. **Evidence of JD Degree**
  - Copy of diploma, official letter from law school, or official transcript indicating JD conferral.
4. **Official UBE Score Transcript**
  - An official UBE score transcript from NCBE showing a minimum score of 273 prior to the July 2023 test administration OR 270 for the July 2023 test administration or subsequent administrations, earned within five years prior to taking the Oath of Admission and being admitted to the practice of law in Arizona.
  - An applicant who failed to earn the minimum acceptable score within 6 attempts, regardless of where the Uniform Bar Examination was taken, shall not be eligible for UBE score transfer and must test in Arizona.
  - Instructions for submitting a request for an official UBE transcript can be found on the UBE Score Transcript Services page on NCBE's website.
5. **Certificate of Good Standing**
  - From every jurisdiction admitted, dated no earlier than 60 days prior to application.
6. **Disciplinary History**
  - From every jurisdiction admitted, dated no earlier than 60 days prior to application.
7. **Fingerprint Card**
  - THIS IS THE ONLY DOCUMENT TO BE MAILED TO OUR OFFICE. The standard FBI blue and white fingerprint card, on heavy stock, is available from Attorney Admissions by emailing a request, along with your current mailing address to [attorneyadmissions@courts.az.gov](mailto:attorneyadmissions@courts.az.gov). Please put "Fingerprint Card Request" in the subject line of your email.
  - Live-scan or ink prints must be affixed to the card. The completed fingerprint card must be mailed so that it arrives within 5 days of your application submission to ensure timely processing. Do not mail the completed fingerprint card until you have submitted and paid for the Admission on Motion Application.
  - **Mail completed fingerprint card to:**

Arizona Supreme Court  
Attorney Admissions  
1501 West Washington Street,  
Suite 104  
Phoenix, AZ 85007

By ensuring all documents listed are accurately provided and promptly submitted, you can facilitate the efficient processing of your Uniform Bar Examination Transfer application.