

Application Checklist: Admission by Transfer of UBE Score (Rule 7C)

Item	Instructions
_____ Registration Form	<ol style="list-style-type: none">1. Go to the Applicant Portal2. Under New Registration, click Register3. Fill out all required information and click Submit4. Print your Registration page
_____ Application	<ol style="list-style-type: none">1. Fill out the application (Must be typed - handwritten applications are not accepted)2. Print the application3. Complete Section 13.00 (handwriting sample)4. Complete, sign, and have notarized the following:<ol style="list-style-type: none">a. Page 18 (Applicant's Obligation)b. Page 19 (Authorization and Release of Information and Records)5. Put your printed registration page on top of your application (the Registration page it counts as Page 1)
_____ Law School Transcript	Include a copy of all law school transcripts (unofficial copies are acceptable).
_____ Request transfer of your UBE score to Minnesota	Visit the NCBE's website for instructions
_____ Two notarized affidavits from persons who attest to your good character	See Rule 4B(4) or see a sample affidavit
_____ Application fee	See Rule 12 to determine your fee
_____ Certified copy of driving record	See Driving Record Contact Information
_____ Criminal History Report	As part of the investigation process, you will be required to provide a criminal history check for certain states you have lived in more than 1 year during the past 10 years. These are listed in the application. The CHC does not need to be submitted with your application, but you may apply for the CHC before it is requested in order to expedite your application.
_____ Copy of bar admission application to each jurisdiction you have applied to	See Rule 4D
_____ Jurisdictional documents	(Only required if you are licensed in another jurisdiction) See Rule 4D
_____ Supplemental forms and attachments	If any of the answers on your application require additional documentation, fill out the correct supplemental forms . Certain Supplemental Forms require specific documentation. Check the upper left corner of the required Supplemental Forms for a list of required documents.