

## UBE SCORE TRANSFER APPLICANTS

## FREQUENTLY ASKED QUESTIONS

ADMISSIONS DEPARTMENT  
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**1. What are the application fees?**

The required application fee must be paid at the time of filing your application. It may be paid online, by submitting a check, credit card or by EFT (Electronic Funds Transfer). For General UBE transfer score applicants (not admitted in any jurisdiction), the fee is \$585. For Attorney UBE transfer score applicants (previously or currently admitted in any jurisdiction), the fee is \$620 + [NCBE Investigation fee](#).

**2. I took the UBE exactly 40 months ago, should I have applied 4-6 months prior to the 40 month deadline?**

You must submit your application by the 40 month deadline (40 months from the date of the UBE that you passed).

**3. I am taking the bar exam in another UBE state this summer and I plan on transferring my score to Washington, can I apply now?**

No. UBE transfer score applicants must be eligible at the time of application. In other words, an applicant must have a valid UBE score prior to filing an application.

**4. I am a lawyer in another state. I received a UBE score of 275, I would like to receive more information on how to apply to become a lawyer in Washington.**

If you have a UBE score of 270 or higher from another state, you can transfer your score to Washington for up to 40 months after the date of the administration of the UBE in which the score was earned. The MPRE score must be acquired 3 years before or after the date you sat for the UBE. You must have sat for the full UBE. Washington only accepts official UBE score transcripts in their entirety from the NCBE. We do not accept score transfers for the individual test components, nor do we allow applicants to register for select parts of the exam.

**5. How long will it take for me to get approved in Washington?**

**General Applicants** takes approximately two to three months from the time an application is submitted for the application to be approved.

**Attorney Applicants**, it takes approximately four to six months from the time an application is submitted for the application to be approved.

**6. Is there a separate fee for the background investigation?**

All eligible Attorney Applicants and Foreign Applicants are required to pay an investigation fee to the National Conference of Bar Examiners (NCBE). After review of your application by the WSBA office, the NCBE will contact you and provide you with [NCBE payment](#) and authorization and release forms that will need to be executed by you.

**7. I am in the middle of becoming admitted in another jurisdiction, do I need to apply as an Attorney UBE Score Transfer applicant or a General UBE Score Transfer applicant?**

Your applicant type is determined at the time you submit an application. Applicants are required to update their application prior to admission. Changes are made by logging into your online account. A certificate of good standing is required if you obtain admission in another jurisdiction after submitting your application.

**8. I am applying as an Attorney Applicant; do I need to submit a certificate of good standing?**

Yes, you must submit a certificate of good standing from each jurisdiction to which you are or have ever been admitted to practice law. You may submit your certificate of good standing using the supplemental



application information tool on the online admissions system. The certificate must be signed and dated within six months of the application date.

**9. How do I transfer my MPRE scores to Washington?**

After you submit your online application please request the NCBE to forward your score transcripts to the Washington State Bar Association. You can request a score transfer by going to the NCBE [MPRE Score Reporting Services](#) website. We will not accept a score transfer directly from an applicant.

**10. How do I amend my application with additional documentation?**

Please [log on to your online application](#) dashboard and click the “Create Supplemental Request” link in the Supplemental Application Information section in the lower right hand corner of your dashboard. A text box will appear and you will be able to enter a message and upload documents. You may use this tool at any time to make amendments to your application or to provide any additional information or documentation. In addition, if you are required a NCBE background investigation, [log on to your NCBE account](#) to amend your application.

**11. I need to report a speeding ticket I received several years ago but I’m unable to find any documentation or information. What do I do?**

You are required to provide details of any violations, even if you are unable to find any documentation. Please be as accurate as possible with the information you provide in your application. Please answer the question to the best of your ability.

**12. I moved and would like to change my address.**

You may update your address by logging on to your online account.

**13. Can I withdraw my application and receive a refund?**

UBE score transfer applicants may withdraw their application with a partial refund if it is withdrawn less than 12 months after filing it. There is a \$300 nonrefundable administrative processing fee. NCBE fees are nonrefundable.

**14. Can I transfer my MBE score to Washington?**

No. We do not accept score transfers for the individual test components. Washington is a UBE jurisdiction, to which only official UBE scores are transferrable.

**15. When can I take the Washington Law Component (WLC) online test?**

After you submit your application and application fee, you can take the Washington Law Component by logging into your online application account.

**16. What type of judge can swear me in?**

The Oath of Attorney must be taken before an elected or appointed judge, excluding judges pro tempore, retired judges and administrative law judges, sitting in open court. See APR 5(f) for more information.

**17. Does my UBE Score Transfer application expire? If so, can I get an extension to complete the admission requirements?**

You have one year from the date you submitted your application to complete all requirements for admission, including passing the Washington Law Component. There are no extensions.



**18. Can a judge in another state swear me in?**

Yes, make your request via your online application with the required out of state information. We will forward your request to the Supreme Court. The Court will issue an order conferring jurisdiction on the judge you have chosen. Upon receipt of the order, the WSBA Admissions Department will send your copy of the order to be used at the swearing in ceremony. Return the original Oath of Attorney, signed by you and the judge to the WSBA Admissions Department.

**19. When will I receive my bar card?**

After an applicant completes all of the new admittee licensing requirements, a recommendation for admission is then forwarded to the Washington Supreme Court. It generally takes two to three weeks for the Court to issue an order admitting you to the practice of law in Washington. You will be notified by email when you have been admitted and a bar number is assigned. Your bar card and certificate will be mailed within two weeks.

**20. Can I fax the Admissions Team my completed oath?**

No, we must receive the original oath signed by you and the judge. Please do not upload your completed oath onto your dashboard as it is not sufficient.

**21. I live in another state and don't know anyone in Washington that could serve as my agent of service.**

**What do I do?**

Your agent for service is not required to be a Washington lawyer; you may designate a friend or family member, or your firm's branch office, as long as the agent is within the state of Washington. If you can't find an individual you may designate a service organization. Neither the Secretary of State nor the WSBA may be designated as an agent of service. We cannot recommend any businesses or services, but an internet search should provide several options. Please note you must provide your agent's street address, **not** a post office box or other private mailbox location.

