

## Uniform Bar Examination (UBE) Score Transfer Application Checklist

Document/Information	Where do I find it?	When do I have to submit it?	How do I submit it?	Date Complete?
<b>Application form</b>	User Home Page	With application	Online form	
<b>Payment **</b> May use a credit card if paying online. Otherwise, payment must be mailed in and can be in the form of a money order, certified check or cashier's check. Foreign checks are not accepted even if drawn on a US financial institution. Cash is not accepted.	Banks, post office, some convenience stores (if not using credit card). Credit card payment occurs at submission of Character Questionnaire.	No later than 36 months after earning the portable UBE score being used for application.	If using credit card, pay when submitting Character Questionnaire online. Otherwise, include the non-credit card payment form when sending in your fee.	
<b>Authorization &amp; Release Form</b> One signed and notarized, Authorization & Release form must be submitted with your application.	Web site	No later than 36 months after earning the portable UBE score being used for application.	Upload after submitting the Character and Fitness Questionnaire. Applications will not be acknowledged without this document.	
<b>Character and Fitness Questionnaire***</b> All sections must be answered. Click on the <b>red !</b> for a list of incomplete sections. <b>This online form, the application and Authorization and Release forms, as well as payment, must be submitted for your application to be considered complete.</b>	Web site (make sure you have registered and started an application. Do NOT use Browse Forms).	No later than 36 months after earning the portable UBE score being used for application.	By clicking on the submit button after the application is complete.	
<b>Driver's Abstract</b> You must submit a certified COMPELTE record of your driving history, which is available from the Division of Motor Vehicles in the state or jurisdiction (including foreign jurisdictions) in which you hold or have held a driver's license in the last seven years. All abstracts MUST be obtained from the motor vehicle agency of the respective state or jurisdiction; no third-party abstracts will be accepted. You must request a certified COMPLETE abstract. Three year (abbreviated) abstracts will not be accepted.	State Division of Motor Vehicles.  See online instructions for links to NJ, NY and PA.	Within 60 days of submitting the UBE application (application form, payment, authorization and release form, and Character and Fitness Questionnaire)	Upload after submitting the Character and Fitness Questionnaire.	
<b>Law School Certificate</b> Print the law school certificate and submit to your law school. If you transferred law schools, you must submit a certificate to each law school you attended. Fill out the top portion.	Online under Exam Forms tab.	Within 60 days of submitting the UBE application (application form, payment, authorization and	The law school sends this directly to the office. Submit to your law school BEFORE the deadline so they can submit on time.	

		release form, and Character and Fitness Questionnaire)		
<b>Fingerprinting</b> Applicants must be fingerprinted for each examination.	Online under Exam Forms tab	Within 60 days of submitting the UBE application (application form, payment, authorization and release form, and Character and Fitness Questionnaire)	After you have been printed by the state vendor, the results are sent directly to the office.	
<b>Other supplemental documentation</b> Based on the answers provided in the Character and Fitness Questionnaire, additional documentation, such as court documentation, police reports, school records, etc., may be required. If an entity indicates that the records needed are no longer available, written notice from the entity must be submitted.	Once the Character Questionnaire has been submitted, a link to Upload Documents will appear on the lower right hand side of your User Home Page. Use this feature to upload ALL supplemental documents unless otherwise instructed.	As soon as it can be obtained.	Upload after submitting the Character and Fitness Questionnaire.	
<b>UBE Score Transfer to New Jersey</b> Qualifying scores from another jurisdiction must be transferred to New Jersey.	This must be requested from the National Conference of Bar Examiners (ncbex.org).	Within 60 days of submitting the complete UBE application.	Will be transferred directly to the New Jersey office from the NCBE.	

**\*\* NOTE: Applicants who elected to have their July 2016 New Jersey bar examination fee applied to their UBE score transfer application should select “Fee Transfer from July 2016 bar examination” as their payment type.**

### **Additional Information**

**Addresses for mail/deliveries and to transfer MBE scores (either address is acceptable):**

**US Postal Service (Certified/First Class/Priority/Express Mail):**

New Jersey Board of Bar Examiners P.O. Box 973

Trenton, NJ 08625-0973

**Overnight Deliveries via DHL, FedEx, UPS, etc.:**

New Jersey Board of Bar Examiners  
Richard J. Hughes Justice Complex  
25 W. Market Street  
8th Floor, North Wing  
Trenton, NJ 08611

Phone: **(609) 815-2911**

Board Related Questions: email us at [bar.mailbox@judiciary.state.nj.us](mailto:bar.mailbox@judiciary.state.nj.us)

**Office hours: 8:30 AM to 4:30 PM Monday through Friday**

- Acknowledgements are typically posted to User Home Pages within several weeks of submission depending on the number of applications received. **Do not contact your case file manager to see if your application has been received.**
- All forms are available on the website. For fingerprinting, check your acknowledgement packet for your Case Contributor Number Box 7 (application number). You cannot be fingerprinted until your application is acknowledged.
- **To change your address, go to your User Home Page and Edit Personal Information. This address will be used to make site assignments, which are typically posted to your User Home Page three weeks before the exam.**
- You will be notified of deficiencies once all supplemental documentation has been reviewed. **Do not contact your case file manager to see if your supplemental documentation has been received.**
- **DO NOT** use your law school email as your contact email. Most law school emails are valid for a limited time period. Emails notifying you that information has been posted to your User Home Page will not be delivered and you may miss important information.