



Supreme Court of Wisconsin

BOARD OF BAR EXAMINERS
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MADISON, WI 53701-2748
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INFORMATION AND FILING INSTRUCTIONS – ONLINE APPLICATION

Uniform Bar Exam (UBE) Transfer ([SCR 40.04\(9\)](#))

Read this information carefully and retain it for future reference. All deadlines are firm and will not be extended. Filing of an application must be completed through the BBE online application system. Applications and other forms may not be submitted via facsimile or e-mail.

Applications are timely filed pursuant to [SCR 40.14](#). An application will not be considered filed until proper payment is received. **RETAIN A COPY OF THE APPLICANT QUESTIONNAIRE AND AFFIDAVIT FOR YOUR RECORDS.** There is a fee for extra copies of an application should one be needed at a later date. It is advantageous to file as early as possible to avoid late fees and possible delays in processing your application. Processing takes an average of three to six months.

As part of the admission process, all applicants undergo a character and fitness investigation.

DEADLINES FOR UBE TRANSFERS

Eligibility for Admission by transferred UBE Score

Commencing in July 2026, an applicant may be eligible for admission provided the applicant has received a scaled score of 260 or higher earned in another jurisdiction on the UBE and the score is certified as a UBE score by the National Conference of Bar Examiners. The applicant shall submit evidence of the score and a complete application for admission to the Board within 36 months of the date of the qualifying examination being used as the basis for the admission.

Wisconsin Law and Practice Educational Component

Before being admitted to the practice of law in Wisconsin by UBE examination or by transferred UBE score, an applicant shall successfully complete 21 hours of the Wisconsin law and practice educational component.

The Wisconsin law and practice educational component shall be completed within 12 months of filing an application for admission via an eligible UBE transfer score.

INITIAL APPLICATION PROCESS

If you experience any technical difficulties while completing the online application, please contact E-file Support at 800-462-8843 or ecourts.administration@wicourts.gov.

In order for your application to be considered filed, the following items must be received by the final filing deadline:

- (1) The Applicant Questionnaire (BE-001):** Once you create an account through the [Online admission site](#), the Applicant Questionnaire will be generated. The Applicant Questionnaire must be completed and the affidavit signed electronically via a two-factor authentication process. **You may wish to bookmark this site to more easily check the status of your application once it has been submitted.**

In response to Question 3(b) of the applicant questionnaire, please provide an NCBE number. All Wisconsin UBE Transfer applicants are **required** to obtain and provide an NCBE number. To obtain your individual number, please visit the National Conference of Bar Examiners website at www.ncbex.org.

- (2) **Authorization and Release Form (BE-002):** Applicants must complete this form, print it, and have it notarized. Applicants will then need to scan and upload the signed, dated, and notarized form into their electronic application.
- (3) **Filing Fee:** The filing fee for admission by transferred UBE score is \$450 and may be paid using one of the following methods:

In conjunction with the submission of an application through the online portal.

- Online at <https://www.wicourts.gov/services/payment/paymentbbe.htm> if payment could not be made with the submission of an application.
- Check or money order made payable to the Board of Bar Examiners and sent to the Board of Bar Examiners, P.O. Box 2748, Madison, WI 53701. **Checks and money orders must include the applicant's name.** Checks and money orders that do not have the applicant's name on them will be returned, thereby delaying the filing of the application.

Applications will not be considered filed until payment is received by the BBE.

Veterans Fee Waiver: Eligibility for this fee waiver is determined by the Wisconsin Department of Veterans Affairs. For more information and details about how to apply for a fee waiver, go to <https://dva.wi.gov/pages/educationemployment/feewaiver.aspx>. Upon receiving written authorization of the waiver, please upload the document along with your application.

WISCONSIN LAW & PRACTICE EDUCATIONAL COMPONENT

Before being admitted to the practice of law in Wisconsin by transferred UBE score, an applicant shall successfully complete 21 hours of the Wisconsin law and practice educational component.

The Wisconsin law and practice educational component shall be completed no later than 12 months filing an application for admission via an eligible UBE transfer score.

The Wisconsin law and practice educational component shall be comprised of subject matter areas based on the requirements of the diploma privilege as found in SCR 40.03 and approved by the board.

UBE TRANSFER REQUIREMENTS

The BBE will accept a scaled UBE score of **260 or higher** earned in another jurisdiction provided that score is certified by the National Conference of Bar Examiners and achieved within 36 months of the testing date.

To have your certified UBE score sent to Wisconsin, request a UBE Official Score Transcript from the NCBE. To do so, log in to your NCBE Account or create an NCBE Account (if you do not have one) and go to the Score Services section to complete and submit a UBE Score Transcript Services Request. If you have taken the UBE in multiple jurisdictions or multiple times, the transcript will include a full history of your UBE scores across all jurisdictions and all exam dates.

In making the request, you will be asked to enter the jurisdiction where you most recently took the UBE and the exam date (month and year). You also will be asked to enter the jurisdiction(s) to which you want a UBE Official Transcript sent.

UBE Score Transcripts are sent directly to jurisdictions, and the scores are not provided to examinees. You must request a UBE Unofficial Score Transcript to obtain your own UBE scores.

Acceptance of the transferred UBE score eliminates the need to take the bar examination in Wisconsin. You will be notified in writing of your UBE transfer acceptance or denial. Please note, UBE transfer score applicants are required to complete the Wisconsin law and educational component for admission.

ADDITIONAL REQUIREMENTS FOR ADMISSION

In addition to completing the Wisconsin law and practice educational component, applicants must submit all of the following items for their file to be complete:

- (1) **Dean's Certificate** (Form BE-171 - *generated within the application*): Every applicant must arrange to have the dean of the law school conferring the J.D. provide a certificate of character and fitness. A form for this purpose is available from the list of available forms in your online application account after you have submitted your application. The Dean's Certificate must be sent directly to the BBE by the certifying official at the law school where your J.D. was or will be conferred.
- (2) **Official Transcripts**: The BBE now accepts electronic transcripts that originate directly from educational institutions that are located in the United States and from certain recognized vendors. Electronic transcripts will only be accepted directly from a U.S. educational institution or from the institutions approved designee. Electronic transcripts are to be sent to benjamin.converse@wicourts.gov. Educational institutions that do not currently issue electronic transcripts must instead mail them directly to the Board of Bar Examiners. Transcripts are required for the following:
 - a. **Undergraduate transcript**: The BBE requires an official transcript from undergraduate schools (including College Level Examination Program (CLEP) examinations) that conferred a degree.
 - b. **Law school transcripts**: The BBE requires an official transcript from all law schools attended that indicates that the J.D. degree has been conferred.
 - c. **Other transcripts**: The BBE requires a transcript from all schools you attended following high school, including, for instance, law schools, summer schools, foreign study (including foreign exchange programs), technical schools, graduate schools, medical schools, etc., regardless if a degree was conferred.
- (3) **Military Discharge Certificate**: If you served in the Armed Forces, it will be necessary for you to provide the BBE with a copy of your most recent DD-Form-214 (Report of Separation). If you served in the National Guard, provide your most recent NGB-Form 22. This document may be uploaded into your online application.

The BBE must be able to correspond with all applicants, character references, and employment references by mail, phone, and email. Please verify that all contact information supplied in your application is current and accurate. In order to receive important timely email notifications from the Board of Bar Examiners, please verify that your spam filters are not blocking emails from wibbe.admissions@wicourts.gov. If you or your references experience other problems receiving emails from the Board of Bar Examiners, please contact the office at (608) 266-9760.

- (4) **Character Reference Questionnaires**: Select as character references (Question 36) persons who have known you for no less than two years and who are familiar with your character and fitness. Do not include any family members, in-laws, fiancé/fiancée, significant other(s), or anticipated future family members. You are **required** to provide a valid email address for each character reference. A questionnaire will be emailed to your references after the BBE has determined that your application is filed. The email sent to character references will contain a link to a survey that they must complete and submit. The survey link will only work once for each reference and the survey may only be completed by the references listed in your application.
- (5) **Employment Verifications**: If you are legitimately unable to locate an email address for an existing or prior employer, please enter the following email address: unknown@unknown.com, AND then provide an explanation under the "reason you left job and sought another" section as to why you are unable to provide an email address. Please be aware that failing to include an email address for an employer may slow the application process.

(6) **Other Requested Items:** Typical items include criminal history reports and driving abstracts.

These items, unless otherwise indicated, must be sent directly to the BBE by the issuing institution or agency. Facsimile transmissions are not accepted. Applicants should refrain from furnishing an addressed, stamped envelope to the institution, as this practice makes the origin of the documents unclear. If, however, certifying officials require that you supply a stamped envelope, use a plain white envelope, with a U.S. postage stamp affixed to it, and ask that the office from which it is being mailed rubber stamp or type its name and address on the envelope across the seal flap, as well as on the front.

Once an application is reviewed, staff will contact applicants in writing, including by email, to request any other required documentation. Any such additional documentation must be obtained by the applicant at the applicant's expense. Applicants will not be certified for admission until all required documents are on file. The BBE will close an applicant's file if it is not complete within six months of filing an application. Applicants are responsible for checking the status of their applications by reviewing their online application account.

REQUIRED MATERIALS FOR APPLICANTS ADMITTED TO PRACTICE IN OTHER JURISDICTIONS

All applicants who are admitted to practice law in other jurisdictions must submit the following items:

- (1) **Good Standing Certificate:** Applicants who have been or are currently admitted in other jurisdictions must have each jurisdiction in which they are admitted send directly to the BBE a current good standing certificate dated no earlier than the first filing deadline of the corresponding exam. This certificate must be issued by the Clerk of the highest court (normally the Supreme Court) in the admitting jurisdiction. Only original certificates are acceptable.
- (2) **Disciplinary History Letter:** Applicants who have been or are currently admitted in other jurisdictions are required to have the bar disciplinary agency in each jurisdiction submit directly to the BBE a letter that sets forth the applicant's disciplinary history, including the disposition of all complaints filed against the applicant. The letter must be dated no earlier than the first filing deadline of the corresponding exam.

Because a high volume of applicants are also licensed in the following jurisdictions, these addresses are supplied to assist in locating the proper agencies for good standing certificates (GSC) and disciplinary history letters (DHL):

CA	GSC	California Supreme Court Certificate of Standing: https://www.calbar.ca.gov/Attorneys/For-Attorneys/About-Your-State-Bar-Profile/Certificates-of-Standing#4
	DHL	Complaint Check Certificate of Standing: https://www.calbar.ca.gov/Attorneys/For-Attorneys/About-Your-State-Bar-Profile/Certificates-of-Standing#4
IL	GSC	Certificate of Admission/Good Standing: https://www.illinoiscourts.gov/eservices/how-to-obtain-a-certificate-of-good-standing/
	DHL	Letter of Good Standing: https://registration.iardc.org/attyreg/Registration/
MI	GSC	Certificates of Good Standing: https://www.courts.michigan.gov/courts/supreme-court/clerks-office/attorney-certification/
	DHL	Certificate of Disciplinary History: https://www.adbmich.org/about-us/adb-fees-and-costs/certdischistory.aspx
MN	GSC	Certificate of Good Standing: https://www.lro.mn.gov/for-lawyers/order-certificate-of-good-standing/
	DHL	Disciplinary History: https://lprb.mncourts.gov/LawyerResources/Pages/DisciplinaryHistoryRequest.aspx
NY	GSC	Contact the agencies in each appellate division in which you are admitted.
	DHL	Contact the agencies in each appellate division in which you are admitted.

CHANGES/AMENDMENTS TO AN APPLICATION

Applications must be kept current. All applicants are reminded of their continuing obligation to update a pending application. This also applies to applicants during the pendency of an appeal from an adverse determination by the Board. Applicants wishing to augment or alter entries to their application affidavit, including name changes, are advised to file an Amendment to Application by logging into their online application file and following the steps to submit it. The BBE will address any omissions and misrepresentations that are found under its character and fitness rule, [SCR 40.06](#).

Applicants who change their names for any reason during the pendency of their application must execute an Amendment to Application in the online application file, setting forth the former and present names, the reason for the change, and the effective date of the change. Applicants must upload any relevant documents, such as a marriage license, etc.

The BBE will communicate its actions in writing to applicants at their last email address and/or mailing address provided to the BBE within the online application file. Mailing address, email address, and telephone number changes must be completed within the online application file. Select "Update Current or Future Mailing Address" and follow the steps to submit the change of address. Written, facsimile, or email transmissions are not accepted for a change of address. Changes to contact information must be made in the online application program.

AVOIDING DELAY IN THE APPLICATION PROCESS

It is the applicant's responsibility to check the status of his or her pending file through the online application system or by contacting the BBE. To expedite the processing of an application, use care in completing it. Applications that are carelessly or incompletely prepared cause delays in processing. Be sure to answer all portions of each question completely. Provide as many details and as much information as possible to avoid delay in processing your application. If unable to recall necessary details, applicants must offer an explanation as to why the required information was not provided state "not applicable" if appropriate. Supply complete email and mailing addresses, including zip codes, where requested. Account for any gaps as instructed on the application itself. Do not provide documents not specifically requested in the application or in the filing instructions. If the BBE requires further documentation, its staff will make a request in writing. It is imperative that applicants use current and valid email contact information when creating their online filing account, and that they keep their online account current. The Board of Bar Examiners will communicate with applicants primarily by email and, if necessary, by U.S. Postal Service. Applicants must keep their online filing account and application current with any changes to email or mailing address.

ADDITIONAL INFORMATION

Applicants are responsible for checking the status of their pending files. All applicants will be notified by the BBE by email when their files are complete and they are certified for admission.

Application files are confidential under [SCR 40.12](#). Therefore, the BBE and its staff will discuss the contents of an application only with applicants.

COPIES OF APPLICATIONS

We recommend that applicants print a copy of their completed application, particularly since the BBE may contact applicants about the information provided. You will be able to access your application and any amendments made in your online application file until you have been admitted to practice law in Wisconsin. After you have been admitted, you will no longer have access to your online application file. To obtain a copy of your application and amendments, email a request to benjamin.converse@wicourts.gov and be sure to include the online payment confirmation number in the email request. Payments should be made electronically at <https://www.wicourts.gov/services/payment/paymentbbe.htm>. There is a \$10.00 fee for a regular copy or a \$12.00 fee for a certified copy.

RULES & FORMS

The following rules and forms are available online at www.wicourts.gov.

[SCR Chapter 40](#)

[SCR Chapter 40 Appendix](#)

[Dean's Certificate \(BE-171\)](#)

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