

Frequently Asked Questions – UBE Transfer Applicants

Basic Info

Q. When is the application due?

A. Applications for admission by UBE transfer are accepted throughout the year.

Q. How do I apply to West Virginia with a UBE score from another jurisdiction?

A. Those wishing to transfer a score from another jurisdiction to West Virginia must review the *Rules for Admission to the Practice of Law* (Rule 3.5 is specific to UBE transfers) and follow the application instructions for Admission by Transferred UBE Score

Q. How long does it take to be admitted?

A. The NCBE recommends you allow at least six months for application processing. Your character interview will be scheduled after all required credentials and the NCBE's character and fitness background investigative report have been received in our office. In the event your personal or professional history includes criminal charges, poor financial management, conduct reflecting a lack of fitness to practice, educational or professional discipline, or other evidence of a lack of good moral character, you may be required to meet with the Board at one of its biannual meetings in November or May.

Q. May I submit a request for a Supplemental report through the NCBE?

A. If your Character Report for another jurisdiction has been prepared by the NCBE within three years of your application to our jurisdiction, and the original jurisdiction releases the original report, our jurisdiction will accept a supplemental report from the NCBE. Completion of a new application (by answering all questions under the West Virginia application) is required.

Q. Should I send the application and all of the supporting documents at the same time or may they arrive separately?

A. Credentials may arrive separately after your application has been received in our office, as outlined under the instructions. Be sure to include a cover letter with your credentials if your name on your application is different from that on your credentials.

Q. How much is the application fee?

A. The fee schedule is available under Fee Schedule and Other Requests tab on the WVBLE website. In addition, all applicants must pay the NCBE separately for preparation of a Character Report. This separate fee schedule is listed on the NCBE's website.

Q. What general concerns should I be aware of?

A. Make sure you are familiar with the Rules for Admission to the Practice of Law. You will be expected to understand and abide by these requirements throughout the application process.

Application Information

Q. I don't know the exact dates/details ... I was employed, lived at a residence, received a traffic citation, etc.... What do I do?

A. Fill out the application to the best of your recollection, estimating dates, place names, etc., if you are unable to track down the exact information required. Create as accurate a timeline as possible. If you cannot recall details of traffic citations, contact your insurance provider or the DMV for your driving history. If you cannot recall past residences, check your old tax returns, e-mails, and old addresses saved by online shopping sites. Failure to provide complete information about prior

employment, residences, and other matters will delay processing of your application, so be as thorough as possible in answering the questions.

Q. I lived at my parents' home during summer break and returned to the same apartment while attending college/law school. Do I have to list these each time?

A. Yes. List any address where you lived for more than a month; going home over the winter break generally won't have to be listed separately.

Q. What if the place I was employed is no longer in business or I'm unable to identify a contact at a former employer?

A. Find someone (who is unrelated by blood or marriage) willing to accept the correspondence from the NCBE who will verify your employment. You should contact all the organizations you list under employment to notify them they should expect this correspondence from the NCBE. The ideal contact is a supervisor who knew you while you worked at an organization, but if that person is not available, try the human resources or records department. Include the contact information for your reference if different from the required employer information.

Q. Must I list all civil actions I have been a party to, including large class actions?

A. Yes. List everything you've been a party to, including class actions, divorces, and custody disputes, and attach a copy of the required documents as listed on the application.

Q. I recently applied to another jurisdiction and am not yet admitted but will be soon ... how do I respond to this application request?

A. The information you provide in your application must be current at the time you fill it out. You must file an amendment form with the NCBE and an update form with the WVBLE noting any changes to your application.

Q. What documents must I include in my Character & Fitness Application copy to West Virginia?

A. In addition to the items listed under the instructions on the West Virginia website, you must provide all required attachments as listed on the application (legal proceedings, financial responsibility, military, etc.), if applicable; if you no longer have these materials, contact the issuing agency and if they no longer have copies of these available to you provide their response in writing (these required attachments must be provided to the WVBLE and NCBE with your application submission).

Interview Process

Q. When will I be interviewed?

A. The interview cannot occur until we have received your background investigative report conducted by the NCBE and all other required credentials.

Q. Where will I be interviewed?

A. You will be interviewed in or near the county you listed on your application. This county should be the one where you will primarily practice or where you will reside. If you will be living out of state and have no immediate plans to practice here, choose the county that is most geographically convenient. If you need to update your interview county, you should notify our office immediately.

MPRE

Q. How long is my MPRE score valid?

A. You must achieve a passing score on the MPRE within 25 months of the date of your successful UBE examination administration.

Admission

Q. Do I have to attend the Supreme Court of Appeals Admission Ceremony?

A. Yes. You must be physically present in the courtroom before the Supreme Court of Appeals for the entry of your license and admission order. Attorneys are sworn in only during scheduled admission ceremonies, which are typically held every few months from January through June and from September through November.

Q. Are guests allowed to attend the admission ceremony?

A. Yes. Seating in the Court is limited but guests are welcome. Your friends and family may view admissions proceedings remotely on the Court's website at <http://www.courtswv.gov/supreme-court/calendar-docket.html> or listen by phone at (304) 558-1313.

Post Admission

Q. How do I obtain a copy of my application, Certificate of Good Standing, etc. for application to another jurisdiction?

A. Review the Fee Schedule and Other Requests page on the WVBLE website for information on these requests.