

## CHECKLIST FOR A COMPLETE FIRST-TIME APPLICANT FOR ADMISSION TO TENNESSEE BY UNIFORM BAR EXAMINATION:

For detailed information about these documents and forms, visit [www.tnble.org](http://www.tnble.org).

- 1) A .pdf file of your completed NCBE application that has been submitted to the NCBE and any and all attachments to the NCBE application or this Synergy application (update every two years; complete the NCBE checklist, as well)
- 2) Law Degree Verification completed by the dean of each law school you attended and mailed or uploaded directly to the TNBLE by the law school;
- 3) Undergraduate transcripts mailed or emailed directly to the TNBLE by the school or clearinghouse;
- 4) Your current resume (required each exam in .pdf format only);
- 5) A color photo, similar to a passport-type photo, that includes your head and shoulders against a light background (required each exam in .jpg format only; see Board Policy P-3.01(c) and FAQs on the Board website); and
- 6) A Government-issued photo ID such as a driver's license or passport photo, but not a school ID, that is scanned or photographed and uploaded to Synergy in either .jpg or .pdf format (filed with each exam in .jpg or .pdf format).

Additional Documentation that may be required:

- 7) FOREIGN-EDUCATED APPLICANTS: you must provide additional documentation and certifications. Please see the requirements in Tenn. Sup. Ct. R. 7, Section 7.01 and on our website at [www.tnble.org](http://www.tnble.org).
- 8) APPLICANTS WHO GRADUATED FROM A NON-ABA-ACCREDITED LAW SCHOOL: if you received your law degree from a school that is not accredited by the ABA but has been approved to issue a J.D. degree in a state other than Tennessee, you must provide additional documentation. Please see the requirements in Tenn. Sup. Ct. R. 7, Section 2.02(c) and on our website at [www.tnble.org](http://www.tnble.org).
- 9) APPLICANTS WHO ARE LICENSED IN ANOTHER U.S. JURISDICTION must provide the following
  - a) certificates of admission from the highest court of each state in which you are licensed (every two years, unless a change in status, in .pdf file format only); and
  - b) certificates from the disciplinary authority of each state in which you are licensed attesting to your current standing (every two years, unless a change in status, in .pdf file format only)