

# TENNESSEE APPLICATION FOR FIRST-TIME APPLICANTS BY EXAMINATION

## CHECKLIST OF REQUIRED ITEMS

**For an application to be complete, you must have the following required items uploaded to your Synergy Application or, when required to be provided by a third party directly to the TBLE, mailed or uploaded so that it is received by the TBLE prior to the Final Deadline.** For detailed information about these documents and forms, visit [www.tnble.org](http://www.tnble.org) and select Admission by Examination, How to Apply – First Time Applicant. See also, Tenn. Sup. Ct. R. 7 and Board Policies P-3.01 and P-3.03 regarding deadlines and documentation requirements.

Before reviewing this list, **verify that you have submitted the correct application.** A First-Time Application is used by applicants seeking admission in Tennessee by examination and:

- Are applying for admission by examination for the first time; or
- Previously applied to the Bar of Tennessee by examination less than 2 years ago but have not taken the examination in Tennessee; or
- Have previously take the examination in Tennessee but the application has expired pursuant to Tennessee Supreme Court Rule 7, Sec. 3.04(a)(8).

The Board will send at least one notice of deficiency if any of the following items are missing or have been filed in the incorrect format **if you meet the requirements for the Initial Deadline**; however, if you have not provided sufficient information by the Initial Deadline for the Board to determine if you require additional documentation, you may still have a deficiency for which you will not receive notice prior to the Final Deadline:

1. The **.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 (required every two years);
2. The [Law Degree Verification Form](#) completed by the dean of each law school you attended and mailed directly to the TNBLE or uploaded to the secure website by the law school (required with your first application; for application first submitted more than 3 years ago, you must have the form submitted again as it may not be accessible from the prior record);
3. Your undergraduate transcripts from every school from which you received a degree, mailed or emailed directly to the TNBLE by the school or clearinghouse (required with your first application; for application first submitted more than 3 years ago, you must have the form submitted again as it may not be accessible from the prior record);
4. Your current resume (required each exam **in .pdf format only**);
5. A current color photo similar to that used for a passport, uploaded to Synergy (required each exam **in .jpg format only**);
6. A copy of your unexpired Government-Issued Photo ID, such as a driver's license or passport (copy the page with your picture), but not a school ID, (required each exam **in .jpg or .pdf format**).
7. **FOREIGN-EDUCATED APPLICANTS:** You must provide additional documentation and certifications. Please see the requirements in Tenn. Sup. Ct. R. 7, Sections 7.01 and 7.02, Board Policy P-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), Policy P-3.01(11), and on our website at [www.tnble.org](http://www.tnble.org). Some of this documentation,

such as your Affidavit of Past Practice, must be submitted with each application.

9. **APPLICANTS WHO GRADUATED FROM AN UNDERGRADUATE INSTITUTION THAT WAS NOT ACCREDITED:** If your undergraduate degree is from an institution in the United States that was not accredited by an educational accreditor recognized by the U.S. Department of Education and the Council for Higher Education Accreditation such as SACS, you have additional requirements as provided in Rule 7, Sec. 2.01(c) and Board Policy P-2.01.
10. **APPLICANTS WHO ARE LICENSED IN ANOTHER U.S. JURISDICTION:** You must provide the following
  - **Certification of admission** to 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
  - **Certification 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)
  - **This certification may take the form of one certificate or two, but must show the date of admission to the highest court and certify your current standing (disciplinary and administrative) with the bar of the state(s) in which you are licensed.**

**REMINDERS AND NOTICES:** Applicants are responsible for ensuring that all documents are submitted in the correct format on or before the Final Deadline. Documents must be RECEIVED BY the Final Deadline to be considered, even if coming from a third-party. **See Board Policy P-3.03.** Applicants who are provided notice of a deficiency must correct the deficiency on or before the Final Deadline. The Board is not authorized to extend or modify deadlines for filing. See Tenn. Sup. Ct. R. 7, Sec. 12.12.