

# Wyoming's Frequently Asked Admissions Questions

## ADMISSION BY TRANSFER OF UBE SCORE

### Does Wyoming allow score transfers?

Applicants who have taken and received a score of 270 or higher on the Uniform Bar Exam may transfer that score into Wyoming.

### How long are scores eligible for transfer?

A UBE score transfer applicant may be admitted without further examination if the applicant earned a passing score on the UBE at an examination that was conducted less than three years prior to application for admission. A score is considered to have been earned on the date of the administration of the UBE that resulted in the score. A UBE score transfer applicant must also obtain a scaled score of 85 points or greater on the MPRE.

### How do I transfer an eligible score to Wyoming?

Score transfers must be sent directly from the NCBE and cannot be accepted from the applicant. The applicant is responsible for making this request and having UBE and MPRE scores transferred to the Bar's Admissions Director.

### What if my UBE results from another jurisdiction have not been released? Am I still able to apply?

You may apply for Admission by Transfer of UBE Score and state on your application that you sat for a prior UBE in another jurisdiction. Please submit the score transfer request to the NCBE prior to filing your application.

### What are the basic requirements for admission by transfer of UBE score?

- A score of 270 or higher on the Uniform Bar Examination (UBE) (may be transferred to Wyoming for up to three years)
- A scaled score of 85 or higher on the Multistate Professional Responsibility Examination (MPRE)
- Good moral character and fitness to practice law
- J.D. from an ABA-approved law school

**PLEASE NOTE:** There are no provisions for foreign-educated applicants.

## When is the application deadline?

There is no specific deadline for UBE transfer applications. A UBE transfer applicant may be admitted to the practice of law in Wyoming at the discretion of the Supreme Court. Once the Board of Law Examiners (BLE) has reviewed the application, together with all supporting data and has forwarded its recommendation, the Court will act on the recommendation in a timely manner and you will be notified of that recommendation.

## What is the application fee?

A non-refundable \$600 fee must be paid to the Wyoming Supreme Court at the time your application is submitted to the Wyoming Supreme Court. The Court will accept payment by personal check or money order. It may take several weeks before your check clears your bank; please ensure there will be adequate funds to process the check until it clears.

There is an additional non-refundable fee for the background investigation that is paid directly to the National Conference of Bar Examiners (NCBE). The NCBE will accept payment by personal check, money order or credit card.

## Where can I find the application forms?

All forms are accessible on the Wyoming State Bar website at [www.wyomingbar.org](http://www.wyomingbar.org). You may also send a written request to [cduncil@wyomingbar.org](mailto:cduncil@wyomingbar.org) to have an application packet mailed to you. You will receive the same forms which are available online, with the exception of the NCBE forms, which must be completed through its online process.

## What documents are required for admission?

The following is a checklist of everything that must be included with your application. Please make certain all items are included; otherwise, your application will be returned to you.

- Petition and Application for Admission to the Wyoming State Bar** (must be notarized)
- \$600.00 check or money order** made payable to the Clerk of the Wyoming Supreme Court. This fee is separate from the fee paid to the NCBE.
- Original Certificate(s) of Admission and Good Standing from the Highest Court** (if applicable) Submit one for each jurisdiction in which you are admitted.
- NCBE Request for Preparation of a Character Report**  
This form may be completed online at [www.ncbex.org](http://www.ncbex.org). Click on “NCBE ACCOUNT” to create or log into your NCBE account and complete the request. Once inside your NCBE account, click on “Character & Fitness” in the left navigation. Once complete, print two hard copies – one to be included with your bar application and one to submit to the NCBE. Sign and notarize where noted on the application and NCBE authorization and release forms. Attach appropriate payment by check, money order or credit card to the NCBE and send with one of the original

applications directly to the NCBE. A checklist with these instructions will appear after you finalize your application online.

**Photo Identification**

Color photocopy of your current driver's license or a passport-style photograph no smaller than 2" x 2".

**Dean's Certification**

The Dean of your law school must certify that you have received a J.D. from an ABA-accredited law school. Certificates that appear to have been sent by an applicant will not be accepted. This must come directly to the Bar from the Dean of your law school. Therefore, please do not provide a self-addressed envelope to your law school when requesting your Dean's Certificate.

**PLEASE NOTE:**

- Applications must be single-sided. Copies and faxes of official or notarized documents (Certificate of Good Standing, Dean's Certificates, etc.) are not acceptable.
- The Wyoming application and a duplicate copy of the NCBE application must be filed together with the Clerk of the Wyoming Supreme Court. If either document is missing, your application is incomplete and will not be processed.

**Will I receive confirmation that my application was received and is complete?**

After you have filed your application, you will receive a receipt from the Clerk's office. It is very important to use a mailing address where you regularly and reliably receive mail. Periodic e-mails will be sent to the e-mail address on file for you.

**What are my obligations once I submit an application?**

You are required to update your application to keep it current and accurate at all times during the admission process. Please notify the Admissions Director in writing in the event there are any changes to your application. This includes, but is not limited to: any change in name, residence, business address, telephone number, e-mail address, employment, or attorney membership status in any other jurisdiction. You are also obligated to inform the Admissions Director of any academic misconduct, denial of admission in another jurisdiction, disciplinary action, any involvement in any civil or criminal proceeding (including traffic violations), or the recurrence or development of any illness or condition which would have a bearing on your fitness to practice law.

Should you need to make any changes to your application after it has been filed (other than address information), you must complete an Amendment to Application form (available at [www.wyomingbar.org](http://www.wyomingbar.org)), and submit it to the Wyoming State Bar. You may also be required to submit an amendment to the NCBE character report; that form (available at [www.ncbex.org](http://www.ncbex.org)).

**If I am applying for admission to another state, will you send me a copy of my application?**

Yes; you may request a copy of your original application. If the state requires a certified copy of your application to Wyoming, it will be sent directly to the other admissions office. Please contact Cathy Duncil, Admissions Director, at (307) 432-2105 or by e-mail at [cduncil@wyomingbar.org](mailto:cduncil@wyomingbar.org)

**What if I have questions not addressed in the Frequently Asked Questions?**

The staff at the Wyoming Supreme Court and the Wyoming State Bar are on hand to answer any questions you may have.

- Questions regarding filing the application?  
Please contact Carol Thompson, Clerk of the Wyoming Supreme Court at (307) 777-7316 or by e-mail at [cthompson@courts.state.wy.us](mailto:cthompson@courts.state.wy.us).
- Questions regarding application documents or required documentation?  
Please contact Cathy Duncil, Admissions Director, Wyoming State Bar, at (307) 432-2105 or by e-mail at [cduncil@wyomingbar.org](mailto:cduncil@wyomingbar.org).