TEXAS STATE BOARD OF PUBLIC ACCOUNTANCY

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www.tsbpa.texas.gov

TRANSFER OF CREDIT CHECK LIST

An applicant who wants to transfer credits must submit the following items:

- ☐ Application of Intent
- ☐ Check or money order for $100 in U.S. dollars, payable to the Texas State Board of Public Accountancy. (TRANSFER OF CREDIT FEE IS NON-REFUNDABLE). **DO NOT SEND CASH.**
- ☐ Transfer of Credit Form
  (Completed by the licensing jurisdiction where credits originated)
- ☐ Official transcripts from all schools attended
- ☐ Photograph
- ☐ Government-issued identification document (State-issued driver's license, state identification card, or current passport). Certified or notarized copy is required.
- ☐ U.S. social security card (Certified or notarized copy is required)
- ☐ Authorization and Release form (Must be certified or notarized)
- ☐ Electronic fingerprinting
- ☐ Official police clearance document for international applicants
  (See Background Investigation for explanation.)
- ☐ ADA document packet if requesting ADA accommodations on CPA Examination
- ☐ Background Statement form (if required)

TRANSFER OF CREDIT PROCESS INFORMATION	Additional information can be found on the Board's website titled *Transfer of Credit Process.* The information contains statutory requirements, Board Rules and frequently asked questions.

FORMS LISTED BELOW CANNOT BE PRINTED FROM OUR WEBSITE.

CALL (512)305-7851 OR E-MAIL US AT
exam@tsbpa.state.tx.us
TO REQUEST FORMS.

REQUEST FOR EVALUATION OF INTERNATIONAL CREDENTIALS	Applicants who have attended a college or university outside of the United States may need to have their international credentials evaluated.

Print Form