

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. Electronic transcripts may be submitted from the educational institution to the Board. Submit to transcripts@tsbpa.texas.gov.
- Photograph
- Government-issued identification document (State-issued driver's license, state identification card, or current passport).
- U.S. social security card
- Authorization and Release form
- 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 EMAIL US AT
exam@tsbpa.texas.gov
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.