Applying for the USMLE Step 1 Examination
Important Points

- Completing the Step 1 application is done on-line and in two parts.
- Go to the NBME Interactive Web Site for Applicants at
  https://apps.nbme.org/ciw2/prod/jsp/login.jsp
  And follow the instructions for “First Time User” in the Log-in Box
This website is for students and graduates of US and Canadian medical schools accredited by the Liaison Committee on Medical Education or the American Osteopathic Association. If you are a student or graduate of a medical school outside the US or Canada or are applying for USMLE Step 3, click here.

Log in to this website to:

- Apply for USMLE Step 1, Step 2 CK and/or Step 2 CS.
- Print Scheduling Permit for Step 1, Step 2 CK and/or Step 2 CS
- Print Score Report for Step 1, Step 2 CK and/or Step 2 CS
- Request score documents, certificates and/or confirmation letters.
- Check the status of your registration and document request history.
- Schedule an appointment for Step 2 CS.
- Check and update your personal information (e.g., name, address).
- Print Step 1 and Step 2 CK Eligibility Period Extension Form.
- Print Score Recheck Form.

Note: Use of the NBME Licensing Examination Services website requires at least Internet Explorer Version 6.0 or Netscape Version 7.2 or Firefox Version 1.5. Best when viewed with screen resolution no smaller than 1024 x 768. Reviewing Score Report PDF documents requires at least Adobe Reader 7.0. (More Info)
Important Points

- Enter your SSN, First Name, Last Name, Birth Date, Email Address, Medical School and Grad Year
- Receive an email with your USMLE Identification Number and temporary password.
- You will be prompted to change your password.
- Apply for the USMLE.
IMPORTANT POINTS

- You will be required to read the Application Instructions and click in a check box that confirms that you have read the material.

- Click the box “Next” to begin an application.
Part A of the Application

- Confirm Medical School and Expected Graduation Date Information
- Select an Eligibility Period
  - May 1 to July 31, 2014
  - (The deadline to take Step 1 is June 30, 2014!)
- Confirm Your Name
  - Pre-populated with your name at time of medical school application
  - Must match government issued ID EXACTLY!
- Submit Part A and receive Reference Number – make note of this number
Part B of the Application

- You will print Part B and bring it to the Office of the Registrar. If you are not paying by credit card (check or money order) you must print a payment form for which you will be prompted. Do not attach the check/money order to your Part B form. You will send it to a different address listed on the payment form.

- Check the box to authorize the NBME to accept your NBME online services password and USMLE ID# in lieu of your signature for 5 years.
Applications Sent by the Office of the Registrar

- Bring your completed Part B application with 2X2 sized photo to the Office of the Registrar by November 18th (close of business) and we will certify and overnight mail all complete applications within a few days.

- Print your full name on the back of your photo.
Review Timeline

- **November 18, 2013**  
  Deadline for Completion of Step 1 application  
  Part A on-line. Part B to the Office of the Registrar

- **JANUARY 2014**  
  Receive Scheduling Permit via email notification

- **JANUARY 2014**  
  Call Prometric Test Centers and schedule  
  Step 1 examination date and location.

- **JANUARY 2014**  
  USMLE Step 1 Review Sessions begin  
  (run by senior med students)

- **April 25, 2014**  
  Official Last Day of MS 2 Exams

- **JUNE 2 - 20, 2014**  
  Recommended period to sit for the Step 1 examination

- **JUNE 30, 2014**  
  Last day to take the USMLE Step 1 examination in  
  order to be eligible to begin third year.

- **Day after you sit for the exam through June 30**  
  TAKE A VACATION!!

- **TBD**  
  Transition to Clerkships

- **July 1, 2014 - Tentative**  
  First Day of Clerkship Rotations
QUESTIONS?

registrar@downstate.edu