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
  

  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.
- 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 Internet Explorer Version 6.0 or higher, Safari 2.0.4, or Firefox Version 2.0.0.10. 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
  - March 1 to May 31, 2015 - **recommended**
    (The deadline to take Step 1 is April 10\textsuperscript{th}!)  
- 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 **October 21, 2014** (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.

- All applications received after October 21 will be certified and returned to student to mail on their own.

- Once application is received and processed by the National Board, they will email you with instructions to retrieve your scheduling permit.
Review Timeline

- **OCTOBER 2014**: USMLE Step 1 Review Sessions begin
- **OCTOBER 21, 2014**: Deadline for Completion of Step 1 application
  - Part A on-line. Part B to the Office of the Registrar
- **NOV/DEC 2014**: Receive Scheduling Permit via email notification
- **DECEMBER 2014**: Call Prometric Test Centers and schedule
  - Step 1 examination date and location
- **Wk of MARCH 30, 2015**: Recommended period to sit for the Step 1 examination
- **APRIL 10, 2015**: Last day to take the USMLE Step 1 examination in order to be eligible to begin clerkship rotations
  - Day after you sit for the exam through April 10, 2015
    - TAKE A VACATION!!
- **WK of APRIL 13, 2015**: Transition to Clerkships
- **APRIL 20, 2015**: First Day of Clerkship Rotations