INSTRUCTIONS FOR APPLYING FOR THE
2016 USMLE STEP 1 EXAMINATION

Completing the Step 1 Application process is done in two parts:
Part A is done on-line and Part B is a certification page you print out after completing Part A. You
will bring Part B to the Office of the Registrar for signature with a 2x2 photo.

1. Go to the NBME Interactive Web Site for Applicants:
   https://apps.nbme.org/ciw2/prod/jsp/login.jsp?snid=
   Please 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.
   Follow the instructions for "First Time User?" in the Log-in box.

2. You will be directed to enter your:
   Social Security Number, First name, Last name, Birth Date, E-mail Address
   Medical School: New York-SUNY Downstate Medical Ctr Coll of Med
   Graduation Year: 2018 (If you are MD/PhD – enter 2021)

3. Once you submit, you will receive an email immediately following with your USMLE Identification
   Number and a temporary password from the National Board. You will use the USMLE ID# in all future
   correspondence regarding USMLE.

4. Once you receive this information, you should log in to the menu item: Apply for the USMLE. You will
   be required to change your password at this time and will be prompted for clues in case you forget
   your password.

5. You will then hopefully be successfully logged on to the NBME Interactive Website. Proceed to: Apply
   for USMLE.

6. You will be asked to read the application instructions.

7. The examination you are applying for is: Step 1

8. Part A of the application:

   Confirm Medical School:
   Date Enrolled: Use August 2014 if you enrolled with this class.
   If you entered in a different year, enter August and the year in which you enrolled.

   Date Medical Degree Expected: May 2018 (Except for MD/PhDs who should use May 2021)

   Eligibility Period: (Period of time you are eligible to take the exam.)
   March 1 to May 31, 2016 recommended.
   (See recommended dates to take Step 1 on 2016 Timeline.)
Region: The default is US and Canada.

Address:
Note – Scheduling permits are released electronically. Also, Step 1 scores are released electronically to the student and sent by mail. Use a permanent address that is stable OR be certain to change your address on the NBME website if you move.

Your Name:
It is essential that the name on your USMLE Step 1 application (and therefore your Scheduling Permit) matches your medical school record and your official government-issued picture ID (ie; driver’s license, passport).

The name that will “pre-populate” your on-line USMLE Step 1 Part A application is in most cases your name as it appeared in your medical school record at the time of acceptance. If you have changed your name since you matriculated, your name with the National Board may need to be changed.

In addition, you will need to make sure that your picture ID (driver’s license or passport) matches your first and last name EXACTLY. According to the National Board, middle names and initials will not be questioned at the testing sites, if they are consistent.

For example: If your name is Michael Jonah Gold on your USMLE Application/Scheduling Permit and the name on your driver’s license is Michael J. Gold, you should have no problem. However, if your name is Maryanne Smith on your USMLE Application/Scheduling Permit and the name on your driver’s license is Mary Smith, you will have a problem and may not be able to get into the testing center on the day you are scheduled to take the test. (See Admission to the Test Center at the end of this document.)

What to do if you need to change your first or last name with the National Board

• For first-time applicants only: your name change/correction will be accepted automatically, so you may by-pass the Name Change Authorization Form. You must click on the Name Changed box.
• If you are not a first-time applicant, after you print out the Part B portion of the application, also print out a Name Change Authorization form.
• Submit this form and supporting documentation (marriage license, official name change documentation) to the Office of the Registrar with Part B of your application.

TEST ACCOMMODATIONS

If you have a documented disability covered under the Americans with Disabilities Act (ADA) and require test accommodations, you must check that item on your application to indicate that you are submitting a request for accommodations with supporting documentation.

For complete information on procedures and documentation requirements, consult the Request for Test Accommodations for Examinees with Disabilities information, which can be downloaded from the USMLE website. It would be in your best interest to make an appointment with the Office of Student Affairs to discuss the mechanism for this procedure.

Once you have entered all the information for Part A, you will see a summary page. After checking the information carefully, you will SUBMIT.

MAKE NOTE OF YOUR REFERENCE NUMBER BEFORE SUBMITTING IN CASE SOMETHING GOES WRONG AND YOU HAVE TO GO BACK IN.
PART B
After submitting Part A, you will be prompted to print out PART B of the application.

You will need to bring the following to the Office of the Registrar with your Part B form:

1. PHOTO
   - PRINT your full name on the BACK of your color 2 X 2 photograph (please, no copies)
   - Use GLUE to secure on square in the appropriate spot on the Part B form
   - Sign your name in the designated place at the end of the application.

The Fee is $600.00 U.S. Dollars
   - If you are paying by Check or Money Order, it’s payable to “NBME”. Do NOT attach to your Certification page. You will send that separately to a different address. Information about that is on the interactive website. You will be prompted to print a payment form.

   DON’T FORGET TO SIGN & DATE YOUR APPLICATION!

The Office of the Registrar will be sending the applications by overnight delivery service to the National Board of Medical Examiners (NBME). The deadline to have your application included in the delivery is Monday, November 9, 2015.

Applications received after this date will be certified by the Office of the Registrar and returned to students to mail directly to the NBME.
# USMLE Step 1 TIMELINE 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>OCTOBER 2015</td>
<td>USMLE Step 1 Review Sessions begin (run by senior med students)</td>
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<tr>
<td>NOVEMBER 9, 2015</td>
<td>Deadline for Completion of Step 1 application</td>
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<tr>
<td></td>
<td>Part A on-line. Part B to the Office of the Registrar</td>
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<tr>
<td>NOV/DEC 2015</td>
<td>Receive Scheduling Permit via email notification</td>
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<tr>
<td>When you receive your Scheduling Permit</td>
<td>Call Prometric Test Centers and schedule Step 1 exam date/location. Sites open up 6 months in advance.</td>
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<tr>
<td>Week of MARCH 21, 2016</td>
<td>Recommended period to sit for the Step 1 examination</td>
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<tr>
<td>APRIL 1, 2016</td>
<td>Last day to take the USMLE Step 1 examination in order to be eligible to begin Clerkship rotations.</td>
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<tr>
<td>Day after you sit for the exam through APRIL 3, 2016</td>
<td>TAKE A VACATION!!</td>
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<tr>
<td>Week of APRIL 4, 2016</td>
<td>Transition to Clerkships</td>
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<tr>
<td>APRIL 11, 2016</td>
<td>First Day of Clerkship Rotations</td>
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## Scheduling Permits
- Scheduling Permits are sent electronically.
- It is essential that you telephone the Prometric Test Scheduling number to schedule your exam date as soon as you receive your Scheduling Permit from the NBME.
- Keep your Scheduling Permit in a safe location (where you can find it!) as you will NOT be able to enter the test center on the day of the exam without the permit.

## Scheduling the Exam
- Once you receive your Scheduling Permit, you will immediately call the Prometric toll-free number on the permit. You will need information from your scheduling permit to schedule your appointment.
- Before you call Prometric, select a preferred test date and location and have alternate test dates and locations ready for back-up. A Prometric customer service representative will search dates or sites as directed by the examinee until a satisfactory result is obtained. Prometric will attempt to find a test seat within two weeks (plus/minus) of the desired date and within 50 miles of the primary location.
- The list of Prometric Test Centers (you must take Step 1 at a Prometric Center) is available on the web site [http://www.prometric.com/](http://www.prometric.com/)

You will only be able to schedule a date within your approved eligibility period, March 1 - May 31 (recommended), on your Step 1 application. **According to school policy, you must sit for the Step 1 examination by April 1st in order for you to begin clinical rotations including Core Year electives.** For further information about any of the above, check the National Board of Medical Examiners website: [www.nbme.org](http://www.nbme.org) and/or the 2015-2016 Student Handbook at [http://sls.downstate.edu/student_affairs/handbook.html](http://sls.downstate.edu/student_affairs/handbook.html)
ADMISSION TO THE TEST CENTER

You **must** bring your scheduling permit and an unexpired, government-issued form of ID (such as a driver’s license or passport) that includes both your recent photograph and signature. The name on your ID must match the name on your permit exactly. The only acceptable differences are variations in capitalization; the presence of a middle name, middle initial or suffix on one document and its absence on the other; or the presence of a middle name on one and middle initial on the other. The name on your ID must appear in the Latin alphabet, i.e., in “English language letters.” If the names on your ID and permit differ, contact the NBME immediately. You cannot make a name change or correction within seven business days of your scheduled test date. If you are required to carry a Permanent Residency Card, be sure to bring it with you along with the other required form of ID as note above.

Source: Sample Step 1 Scheduling Permit from 12/21/11