

Applying for the USMLE Step 1 Examination




Important Points

- Completing the Step 1 application is done in two parts.
- Go to the NBME Interactive Web Site for Applicants at <http://examinee.nbme.org/interactive>

And follow the instructions for

“First Time User?” under the Log-in Box

NLES (NBME Licensing Examination Services website):



NBME®

Licensing Examination Services


If your medical school is **outside** of the US or Canada, apply for USMLE Step 1 or Step 2 through [ECFMG](#)

For anyone applying for USMLE Step 3, go to [FSMB](#)

Log In :

[Forgot your USMLE ID or Password](#)

[First-time user? Register here »](#)



Important Points

- Enter last 4 digits of SSN, First Name, Last Name, Birth Date, Email Address, Medical School and Grad Year, your AAMC (if known).
- 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.

The On-line Portion of the Application

- Confirm Medical School and Expected Graduation Date Information – for most May 2020
- Select an Eligibility Period
 - March 1 to May 31, 2018 -
(The deadline to take Step 1 is April 1st!)
- Confirm Your Name
 - Pre-populated from Medical School Application
 - Must match government issued ID EXACTLY!
- Submit on-line application and receive Reference Number – **make note of this number**

The Certification Page

- You will print the Certification page and bring it and a color 2x2 photograph (passport photo) to the Office of the Registrar.
- The cost is **\$610**. 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 Certification page. 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 Certification Page with 2X2 sized photo to the Office of the Registrar by **November 17th** (close of business) and we will certify and overnight mail all complete applications within a few days.
- You must sign your Certification page in front of a Registrar's Office staff member.
- Print your full name on the back of your photo.
- All applications received after November 17th 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

- **November 17, 2017** **Deadline for Completion of on-line Step 1 application. Certification Page with Photo to Registrar's Office**
- **DEC 2017** **Receive Scheduling Permit via email notification**
- **When you receive your Scheduling Permit** **Call Prometric Test Centers and schedule Step 1 examination date and location**
- **Wk of MARCH 19, 2018** **Recommended period to sit for the Step 1 examination**
- **APRIL 1, 2018** **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 1, 2018** **TAKE A VACATION!!**
- **WK of APRIL 2, 2018** **Transition to Clerkships**
- **APRIL 9, 2018** **First Day of Clerkship Rotations**

QUESTIONS?



registrar@downstate.edu