USMLE STEP 1 PROCESS

PLEASE ALLOW 2-4 WEEKS FOR PROCESSING.
THE NBME WILL CONTACT STUDENTS BY EMAIL WHEN THEIR FORM HAS PROCESSED.

ACCESS NBME WEBSITE

Students will access the NBME website with their USMLE ID.

Complete the online application and pay fees.

COMPLETE CIF FORM & SUBMISSION

Complete the Certification of Identification form (CIF), with a handwritten signature, date and affix a clear, color, 2x2 photo to the form.

Be sure to select the appropriate box under the Applicant Agreement and Authorization for Processing Online Transactions section.

REGISTRAR’S OFFICE PROCESSING

Students will upload the CIF as an attachment to the How May We Help Form on the student portal. The Registrar’s Office will automatically receive your request via DocuSign.

Hard copies are not accepted.

The Office of the Registrar will certify the CIF form and submit electronically to the USMLE.

NBME PROCESSING TIME

Students will receive a confirmation from the Registrar’s Office when the form has been sent to the USMLE.

Please allow up to 4 weeks for processing. Upon receipt, the USMLE will contact BCM Student Affairs to verify enrollment online via the NBME portal.

SCHEDULING PERMIT

USMLE will email your scheduling permit.

Students can schedule their exam through the Prometric website.

BCM deadline to schedule the Step 1 exam is December 31.