

# 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**.