Access the NBME site with your USMLE ID. Complete the online application and pay fees.

Print and complete the Certification of Identification form (CIF), a How May We Help form, & 2X2 pic. Submit all forms to Reg.

Reg. Office completes the remaining sections of the form & submits to USMLE

Allow up to 4 weeks for processing. Upon receipt, USMLE will reach out to BCM Student Affairs to verify your enrollment online through the NBME portal

USMLE will email your scheduling permit and you can schedule your exam through the Prometric website

Both forms can be dropped off in person or emailed to registrar@bcm.edu WITH a 2x2 picture

*Please allow 2-4 weeks for processing. The NBME will contact students by email when their form is processed.
Final reminders

1. Submit the [How May We Help](mailto:How May We Help) form attaching the 2X2 photo.
2. Be sure to include your *handwritten* signature, digital signatures are not accepted.
3. Be sure to check the appropriate box on the CIF.
4. Return all forms to [registrar@bcm.edu](mailto:registrar@bcm.edu) or DeBakey 210.
5. After NBME processes the form, Student Affairs (different than Registrar’s Office) will verify enrollment via the NBME portal.

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