

USMLE STEP 1 Process

PLEASE NOTE:

- We will only submit the form directly to USMLE, **not** the student.
- Forms must be submitted via email.

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

Print/complete the Certification of Identification form (CIF) and affix the 2X2 photo to the form, complete the DocUSign HMWH

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

Forms should be submitted using the HMWH DocUSign, please attach the CIF to the DocUSign. DocuSign will route to RO for

BCM Deadline to schedule exam:
Dec. 31

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

Final reminders

1. Submit the DocUsign [How May We Help](#) and CIF form attaching the 2X2 photo.
 - a. You may upload the CIF as an attachment to the HMWH form.
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 or DeBakey 210.
5. After NBME processes the form, Student Affairs (different than Registrar's Office) will verify enrollment via the NBME portal.

Last updated
11.8.2022