

## How to Register for the USMLE Step 1 Exam

1. Go to [www.nbme.org](http://www.nbme.org). Look under “Students & Residents” and then select “Login to NBME Licensing Examination Services”.
2. Login using your USMLE ID and password or select "First-time User?" to create an ID and password.
3. Payment for Step 1 (\$605) must be made directly to the NBME during registration.
4. Filling out the registration form:
  - a. Print out the “Certification and Identification Form”.
  - b. Complete this form, but do **NOT** sign it.
  - c. Attach a recent 2” X 2” passport-type photo by taping (sides and top of photo) or gluing it to the form (no staples please). Photos must be full-faced, current, and at least 2” by 2”. Photos that do not meet these standards may be returned by the NBME. This form will be turned in once and it is valid for five years unless you change your name.
  - d. Please mark ACCEPT next to "I authorize the NBME to accept my NBME on-line services password" on the bottom half of the form. If you do not accept, you must complete the form each time you apply for an exam.
  - e. **DO NOT SIGN THIS FORM.** Bring it to Annalise Ellis, Director of Student Records, E123. An authorized staff member must verify your in-person signature. We will retain your form and mail it to the NBME. We send forms on Wednesdays and Fridays.
5. After the NBME processes your application, the Office of Student Records will officially certify your information online.
6. At that point, your scheduling permit will be sent to you from the NBME. This will confirm the three-month window in which you will schedule your exam date.
7. To schedule your examination test location and date, visit the Prometric, Inc. website at [www.prometric.com](http://www.prometric.com).

### HELPFUL REMINDERS:

- The official month for graduation is **May**. Please fill out the portion of your test application that requests “Date Medical Degree Expected/Conferred” accordingly.
- On examination day, you must present your scheduling permit and an unexpired, government-issued form of identification that includes both your photo and signature to the examination site, (for example, a driver’s license or passport) and your name must be an exact match with the name you registered.
- Once your score has been reported to the NBME, **please retain the original USMLE Score Report**. The Hofstra Northwell School of Medicine cannot report these scores on your behalf and you will need them for away elective applications. If you do not save your score report, you will need to order a new one and will be assessed a fee by the NBME.

**NOTE: If you wish to request any accommodations during the test administration, you must provide additional information required by the NBME Office that includes specific, current documentation related to the requested accommodation. If you have any questions about this, please contact the Office of Academic Success prior to registering for Step 1.**