

## NBME (USMLE) LICENSING EXAMINATION PROCESS

*You must be officially enrolled at MSUCOM in order to submit an application and/or take a USMLE exam. If you are dismissed, withdrawn or suspended from medical school, you are not eligible for USMLE, even if you are appealing or contesting your status.*

### **Obtaining a USMLE ID number**

- Go to [www.usmle.org](http://www.usmle.org)
- Select the Applications & Fees tab
- Select Apply (link in first box)
- Select “First-time user? Register here>>” under login
- Complete and submit your on-line request (you will receive an email from NBME with your ID # and password within one business day)

### **Application Process**

#### **Step 1 - Registration:**

- Go to <https://apps.nbme.org/nlesweb/#/login>
- Continue through each page completing requests for information
- Print the Certification of ID form and make payment for the exam

#### **Step 2 – Certification of Identification and Authorization Form:**

- Sign the back of your photo and affix your photo to the certification form. The photo must clearly show your full face, be current and approximately 2" by 2". A color photo is preferred, but not required.
- Take (EL students) or mail (DMC / MUC students) your certification form to the MSUCOM Office of the Registrar. Your form will be signed by a school official affixed with the school seal and mailed to the NBME.

#### **Step 3 – Scheduling exam date:**

- NBME will add your name to a roster for your medical school to verify your eligibility.
- NBME will issue you a scheduling permit after your registration status is complete.
- Once you receive your scheduling permit follow the instructions outlined. Print your appointment confirmation notice after scheduling.
- Confirm your appointment one week in advance and arrive to the test center at the time specified on your confirmation notice.
- At the testing site you must present your scheduling permit and an unexpired, government-issued form of identification that includes both your photo and signature.