

USMLE Step 1 Registration OMSA Guide 2021



Signing up for Step 1 can be a complicated process! This guide is a combination of a few different resources that lay out the different steps that need to be completed to properly sign up for the exam. If you have any questions, please reach out to your OMSA representatives. All in all, the process can take up to 5 weeks for everything to be processed and approved. We suggest you **start this process as soon as possible** to have everything ready for when test dates become available in September. Please start the process as soon as you receive this guide.

Step 1:

Register for an ECFMG number

ECFMG stands for the Educational Commission for Foreign Medical Graduates. Certification by ECFMG is required to take Step and to obtain an unrestricted license to practice medicine in the United States. To be certified, **you must first receive an ECFMG number**. ECFMG will be the main source for all Step registrations, and the Match in a few years. On your own time, review the other content and resources on the site as much as possible. There are a lot of useful tools that can help you navigate some of these other processes.

Certification Overview:

<https://iwa2.ecfm.org/appforcert/onlinedocs/afcoverview.aspx>

Certification Instructions:

<https://iwa2.ecfm.org/appforcert/onlinedocs/afcinstructions.aspx>

Once you've read the instructions, go to www.ecfm.org and select IWA under On-line Services.

About ECFMG	Programs	On-line Services	News	Resources
For International Medical Graduates	For International Medical Schools	EPIC—Electronic Portfolio of International Credentials Report Portal	For All Users	World Directory—World Directory of Medical Schools
IWA—Interactive Web Applications	EMSWP—ECFMG Medical School Web Portal	EPIC—Electronic Portfolio of International Credentials Report Portal	Employment Application	On-line Services Overview Not sure which on-line service you need? Click here for a detailed description of what you can use each service to do.
OASIS—On-line Applicant Status and Information System	For Residency Programs/Licensing Authorities	CVS ON-LINE—Certification Verification Service On-line		
Step 2 CS Calendar and Scheduling		CVS ON-LINE—Certification Verification Service On-line		
CVS ON-LINE—Certification Verification Service On-line		EVNet—Exchange Visitor Network		
IAN—IMG Advisors Network				
EPIC—Electronic Portfolio of International Credentials Physician Portal				

Services for International Physicians

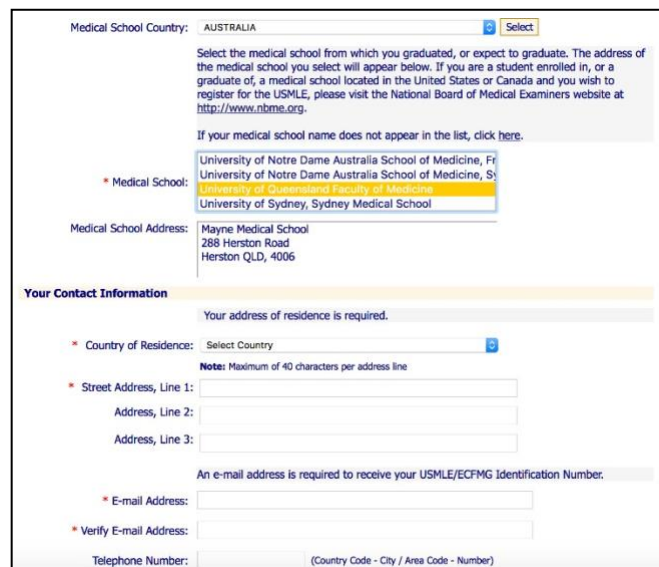
Applicant Portal | ECHO | EPIC | GEMx | Contact Us | FAIMER

Get to the ID Number request form by selecting that you do not have one yet.



The image shows the ECFMG On-line Services login page. At the top, the ECFMG logo and name are displayed, along with contact information: Phone (215) 386-5900, M-F, 9:00 a.m.-5:00 p.m. Eastern Time in the U.S. Below the header, there is a section for logging in to interactive web applications (IWA). It prompts users to enter their USMLE/ECFMG Identification Number and Password. A 'Login Now' button is present. A sidebar on the left lists various IWA links such as 'Application for ECFMG Certification', 'Application for USMLE Examination', and 'Eligibility Period Extension Request'. A red box highlights a link that says: 'If you have never been issued a USMLE/ECFMG Identification Number and want to request one, click here.'

1. Scroll down and click: "I confirm that I have read the above information and instructions."
2. Click: "No, I have never submitted an application to ECFMG for any examination."
3. Fill out your personal information
4. Choose Medical school country: "Australia"
5. Scroll down the med school list and choose "University of Queensland Faculty of Medicine"
6. For your address of residence put whatever address you are using in the US



The image shows a form for selecting a medical school and providing contact information. The 'Medical School Country' is set to 'AUSTRALIA'. Below this, there is a list of medical schools, with 'University of Queensland Faculty of Medicine' highlighted. The 'Medical School Address' is listed as 'Mayne Medical School, 288 Herston Road, Herston QLD, 4006'. The 'Your Contact Information' section includes fields for 'Country of Residence', 'Street Address, Line 1', 'Address, Line 2', 'Address, Line 3', 'E-mail Address', and 'Verify E-mail Address'. There is also a field for 'Telephone Number' with a note: '(Country Code - City / Area Code - Number)'. A note states: 'Your address of residence is required.' and another note says: 'An e-mail address is required to receive your USMLE/ECFMG Identification Number.'

7. Click that you certify

8. Click submit
9. You will be relocated to a confirmation page, make sure to screenshot this receipt for your record. Your ECFMG number should be issued in 5 days, but it might take longer. Please reach out to ECFMG if this problem persists.

Step 2:

NotaryCam and Form 186

Once you get an ECFMG number you can connect with the NotaryCam service and complete the Form 186. The form can be downloaded from the ECFMG website along with the instructions once you've completed the online portion of the application. **The instruction PDF can be found at the end of this document.** You need to upload the incomplete Form 186 to the NotaryCam website (it will be filled in later). You also need to upload a clear photo of your passport, including borders (the entire page containing your photo is required). An email will be sent in order to schedule the conference call, during which you need to have your passport present. You will fill and sign the form 186, which includes them taking a picture of you, and then ask them to email you a copy of the completed form. Fees for using NotaryCam were included in your application fee, therefore you will not be required to pay any fees to get your Form 186 certified.

The website for NotaryCam is: <https://www.notarycam.com/ecfm>

You should receive a confirmation email once the form is received by ECFMG and another email once the Form 186 has been approved by ECFMG. **ECFMG says it can take 10-14 days for the completed form to be processed**, though some students said it only took a few days.

Step 3:

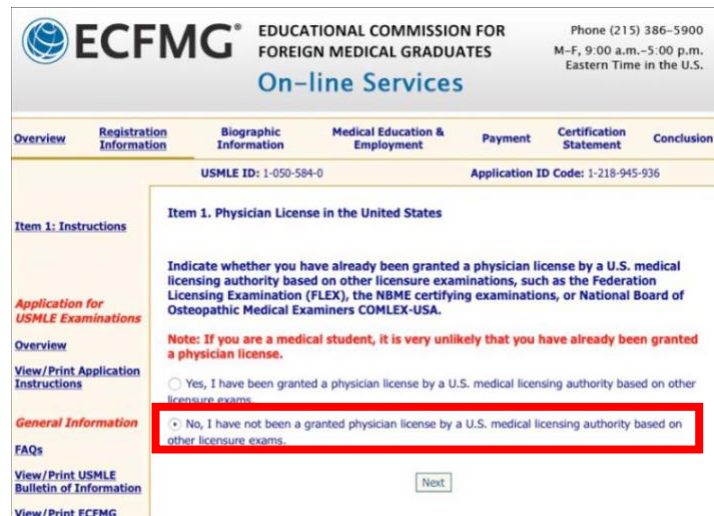
USMLE Step 1 Application

After your Form 186 has been approved, you can then complete the Step 1 application. **Payment of \$150 is required at this step and make sure to follow all prompts after payment to complete the process.** **After submitting your application, it may take 2-3 weeks for ECFMG to process.** ECFMG will then submit the application to UQ for verification that you are a student. UQ checks the portal and approves applications daily. If it has been longer than 3 weeks since submitting your application, please contact ECFMG to determine the cause of the delay.

1. Go to www.ecfm.org and select IWA under On-line Services.



2. Log in with your USMLE/ECFMG ID number and password created when registering with ECFMG.
3. Click on the “USMLE Step 1, Step 2 CK, and/or Step 2 CS” link under “Begin a New Application”.
4. Indicate that you’ve read and agree to the terms and conditions and press “Next”.
5. Select that you have not been granted a physicians license by a U.S. licensing authority.



6. Select **USMLE Step 1**

7. Choose the **Dec-Feb 2022** eligibility period. **DO NOT** choose the Oct-Dec 2021 period at the top of the page, your application will be rejected. (The associated image was from a previous year so the years are wrong, but this should give you an idea of how it will look!)

including information on eligibility periods (2018), see [Applying for Examination \(2018\)](#)

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[Save and Log Out](#)

Item 3. Eligibility Period
Select an eligibility period for Step 1 from the list below.

2018 Eligibility Periods
Before applying for an eligibility period in 2018, you must have read the ECFMG 2018 *Information Booklet* and the USMLE 2018 *Bulletin of Information*. If the processing of your application is not completed in time to assign the eligibility period you select, you will be assigned to the next available eligibility period, based on the date your application is processed. If the next eligibility period extends into 2019 and you test in 2019, you must become familiar with and will be subject to the policies and procedures detailed in the ECFMG 2019 *Information Booklet* and USMLE 2019 *Bulletin of Information*.

Eligibility Period

October 01, 2018 - December 31, 2018

USMLE Step 1 and Step 2 CK are not available during the first 14 days of January or on major local holidays.

If you do not see the eligibility period you want, you will need to wait until your desired eligibility period becomes available. New eligibility periods typically become available in the month of September each year.

2019 Eligibility Periods
Before applying for an eligibility period in 2019, you must have read the ECFMG 2019 *Information Booklet* and the USMLE 2019 *Bulletin of Information*. If the processing of your application is not completed in time to assign the eligibility period you select, you will be assigned to the next available eligibility period, based on the date your application is processed. If the next eligibility period extends into 2020 and you test in 2020, you must become familiar with and will be subject to the policies and procedures detailed in the ECFMG 2020 *Information Booklet* and USMLE 2020 *Bulletin of Information*.

Eligibility Period

November 01, 2018 - January 31, 2019

December 01, 2018 - February 28, 2019

January 01, 2019 - March 31, 2019

February 01, 2019 - April 30, 2019

March 01, 2019 - May 31, 2019

April 01, 2019 - June 30, 2019

May 01, 2019 - July 31, 2019

June 01, 2019 - August 31, 2019

July 01, 2019 - September 30, 2019

August 01, 2019 - October 31, 2019

September 01, 2019 - November 30, 2019

October 01, 2019 - December 31, 2019

USMLE Step 1 and Step 2 CK are not available during the first 14 days of January or on major local holidays.

If you do not see the eligibility period you want, you will need to wait until your desired eligibility period becomes available. New eligibility periods typically become available in the month of

8. Choose testing region and documented disabilities as appropriate. Keep in mind that there are no testing locations in Brisbane, though there are some seats available in Sydney and Melbourne.
9. Confirm your name and fill in your contact information. Use a mailing address that you can receive letters to.
10. Confirm your SSN, your Date and Place of Birth, your Gender, and your Languages spoken.
11. Confirm your citizenship and fill in your Passport details.
12. Indicate if you are currently employed or if you've completed a specific program in postgraduate medical training. (This will be a "no" for most of us.)
13. Choose if you'd like to subscribe to the ECFMG Reporter. We recommend that you do subscribe as it provides useful information and does not come through your email often.
14. For Medical Education Status, state that you are currently a student officially enrolled in medical school.
15. Select "Australia" as your medical school country and select UQ FOM.

Item 18: Instructions

More about eligibility for students (2018) and graduates (2018)

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Item 18. Medical School Information

Medical School That Will Award Your Degree

Highlight the country where your medical school is located and click the "Select" button to view the list of medical schools in that country that are currently listed in the *World Directory* as meeting eligibility requirements for their students and graduates to apply to ECFMG for ECFMG Certification and examination. Please wait for the medical school list to load; this may take a few seconds.

Medical School Country:

AUSTRALIA Select

Select the medical school from which you expect to graduate. The address of the medical school you select will appear below. If you are a student enrolled in, or a graduate of, a medical school located in the United States or Canada and you wish to register for the USMLE, please visit the National Board of Medical Examiners website at <http://www.nbme.org>.

If your medical school name does not appear in the list, click search for expanded search options. If you cannot find your school, please contact ECFMG Applicant Information Services at (215) 386-5900 or info@ecfm.org.

Medical School:

University of New South Wales Faculty of Medicine
 University of Newcastle Faculty of Health and Medicine
 University of Notre Dame Australia School of Medicine, Fremantle

University of Queensland Faculty of Medicine

Medical School Address:

Maryknoll Medical School
 288 Herston Road
 Herston QLD, 4006

Use your full, 8-digit student ID number found on your UQ student ID

If your medical school assigned you a unique student Identification Number, enter that number here. (See Item 18 instructions.)

Dates of Attendance

Date you entered medical school above: January 2017 (YYYY)
Month Year

16. Fill in your dates of attendance. These should be:

- a. Entered: **January 2020**
 - i. Do not put February! Your application will be rejected if you do.
- b. Completed: **November 2023**
- c. Number of years attended: **2.0**
- d. Expected date of graduation: **December 2023**
- e. Date medical diploma expected to be issued: **December 2023**
- f. Title of Medical Degree: Doctor of Medicine (MD)

17. For the next two questions, we are not required to complete an internship prior to receiving our diploma and we are not required to complete govt/social service prior to receiving our diploma. **(Years are wrong below as they were copied from previous year's guide!!! Please use the correct dates as listed above)**

The screenshot shows a web form with a sidebar on the left containing a Norton Secured logo and a 'Save and Log Out' button. The main form area is titled 'Dates of Attendance' and contains the following fields:

- Date you entered medical school above: Month (January), Year (2019)
- Date you will complete requirements for the final medical diploma: Month (November), Year (2022)
- Number of years attended: 2.0
- Expected date of graduation: Month (December), Year (2022)
- Date medical diploma expected to be issued: Month (December), Year (2022)
- Title of medical degree: Doctor of Medicine (MD)

Below this is the 'Internship' section with the question: 'I am required to complete an internship prior to receiving my medical diploma:'. The 'No' radio button is selected and highlighted with a red box. There are also fields for 'Internship Start Date' and 'Internship End Date'.

Below that is the 'Government/Social Service' section with the question: 'I am required to complete government/social service prior to receiving my medical diploma:'. The 'No' radio button is selected and highlighted with a red box. There are also fields for 'Government/Social Service Start Date' and 'Government/Social Service End Date'.

18. Fill in any information of Other Medical Schools Attended, Other Institutions Attended, or Clinical Clerkships completed. If there are no others for you, just press "Next" for these items.


19. For “Item 22: Status of Medical School Student”, answer Yes for both questions.

<p>Item 22: Instructions</p> <p>More about eligibility for students (2018)</p> <p>Application for USMLE Examinations</p> <p>Overview</p> <p>View/Print Application Instructions</p> <p>General Information</p> <p>FAQs</p> <p>View/Print USMLE Bulletin of Information</p>	<p>Item 22. Status of Medical School Student</p> <p>For all exams: Are you now officially enrolled in medical school and, on your test day, will you <i>either</i> still be officially enrolled in <i>or</i> have graduated from medical school?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>For Step 1/Step 2 CK: Students must have completed the basic medical science component of their medical school curriculum by the beginning of the assigned eligibility period.</p> <p>Do you meet these requirements for the exams for which you are applying?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p style="text-align: right;"><input type="button" value="Next"/></p>
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20. You can add registration for Step 2 CK or Step 2 CS at this time as well if you would like to but it is not advised that you do.
21. Check the box to indicate that you have read and understand the terms of the application.
22. Review the Application Summary and double check everything has been entered correctly.

Application Summary


You have completed all of the items in the on-line part of the application, and your responses are summarized below. **You should review all of your responses carefully now. This is the last opportunity for you to correct some, but not all, of this information.**

If necessary, you can change your response by clicking the  icon next to the item you would like to change in the summary below.

When you are certain all of the information you have provided is correct and you are ready to submit the on-line part of your application, navigate to the bottom of this page and complete the payment process. Once you complete the payment process, the on-line part of your application will be submitted electronically to ECFMG. **Once submitted, the information in this application will become part of your permanent ECFMG record.**


You will have the opportunity to print/save a copy of your final submission for your records after you complete the payment process.

Certifies has read, understood, and agrees to ECFMG's notice on the provision of performance data to medical schools :
Yes


Item 1. Physician License in the United States 

No, I have not been granted a physician license by a U.S. medical licensing authority based on other licensure exams.


Item 2. Selected Exam(s)

 **USMLE® Step 1**

Item 3. Eligibility Period


 **Step 1** : 01 Nov 2018 to 31 Jan 2019


Item 4. Testing Region and International Test Delivery Surcharge, if Applicable

 **Step 1** : United States and Canada

Item 5. Examinees with Documented Disabilities

I have a documented disability as defined by the Americans with Disabilities Act and will be requesting test accommodations for:

 **Step 1** : No

Item 6. Name of Applicant 

23. Next is Payment If you are resubmitting your application due to rejection or overriding an application, you will see a credit on your account that you should use to pay for the fee. If you are submitting the application for the first time you will not see this option.

Payment Services

Amount required to process your service request

Description	Fee
Step 1	\$910.00
Total Fees	\$910.00

[Pay my Total Due \(\\$910.00\)](#)

Credits on your account

You have a credit of **\$910.00** in your ECFMG financial account. You can apply this credit to your Total Due above.

[Use this credit toward my Total Due](#)

24. Once the payment has been processed, you should find yourself at the final conclusion screen and you should receive an email to indicate that your application was received.

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CONCLUSION

You have successfully submitted the on-line part of your application.

If there are additional documents required to complete your application, you must send these documents to ECFMG as soon as possible. ECFMG must receive these no later than 12 months from the date you submit the on-line part of your application.

Any additional documents required to complete your application should be submitted to ECFMG via mail at the address below, or they may be submitted by you via the MyECFMG mobile app:

**IWA
ECFMG
3624 Market Street, 4th Floor
Philadelphia, PA 19104-2685
USA**

ECFMG will send you an e-mail confirmation after receiving the on-line part of your application and after your application has been processed.

If your medical school does not verify your status within 12 months of the date your record was made available in EMSWP, your exam application will be rejected.

If you have any questions, [contact ECFMG](#).

[Log out](#)

onlineservices@ecfm.org
to me ▾

Sep 25, 2018, 10:22 AM (1 day ago) ☆ ↶

Dear Doctor:

We are pleased to confirm that the On-Line part of your USMLE Step 1 application (Application Identification Code Subject line of this message. You must use this number in all communications with ECFMG.

has been received by ECFMG. Your USMLE/ECFMG Identification Number is listed in the

Once your application has been reviewed, ECFMG will notify you of the outcome of your application.

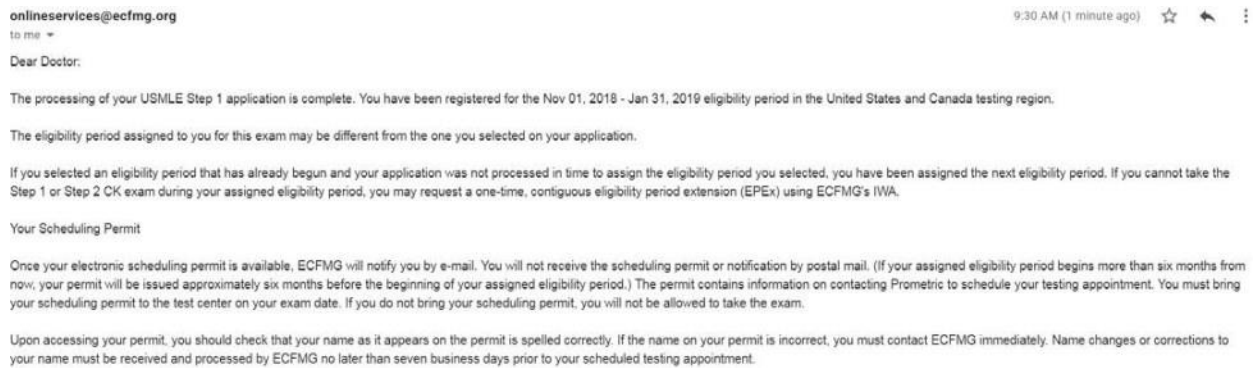
ECFMG processes exam applications typically within two weeks of receipt of the on-line part; verification of your student or graduate status from your medical school; and any other required documents. You may track the status of your application by using ECFMG's On-line Applicant Status and Information System (OASIS).

Please do not submit inquiries to this mailbox. Messages sent to this e-mail address will not receive responses.

25. You can check the status of your application at any time through OASIS (oasis2.ecfmfg.org) or the MyECFMG app. Please note that OASIS is not the same website as IWA.



26. Once approved, you should receive an email similar to the following and your application will reflect that it has been accepted.



Following approval, you will receive a registration token that will allow you to register for a specific testing date and location through the Prometric website. You will also be able to register for the "Free 120" practice test prior to your chosen test date. It may take a few days for registration tokens to be sent out following approval of your application.

Overriding an Application

If you have already submitted an application but are concerned that it may be rejected due to inaccurate dates, you may override your application with updated information. To resubmit, follow the same steps you would as if you were submitting a new application. Continue as normal until you reach Item 2: Select an Exam. You will see the following screen after this item:

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[View/Print ECFMG](#)

You have a Step 1 examination application currently in process. You cannot submit another application for the same Step at this time unless you terminate processing of the original application.

If you wish to terminate the original Step 1 application, please click the Override button below.

Please note that you will not be permitted to proceed with a new application until the override takes effect, in approximately 24 hours. You will be notified by e-mail when you may begin a new application for Step 1. You must then submit the new application for Step 1, completed in its entirety, to be registered for Step 1.

If you want the processing of your original application to continue, instead of overriding it and submitting a new application, please click the Cancel button below.

You will then receive the following email, which may take a few hours to receive.

Your request to override your Step 1 application has been processed. You may now submit a new Step 1 application. You will not be registered for Step 1 unless you submit a new application in its entirety.

Please do not submit inquiries to this mailbox. Messages sent to this e-mail address will not receive responses.

Sincerely,
Registration and Credentials Services

Once you receive this email you will be able to proceed through the rest of the application as documented above. You will be able to pay for the application using your account credit.

And that should be it!

If you have any questions or concerns, please feel free to reach out to your OMSA reps and we will help find the answer or direct you to the best place to find that information.

We'd really like to thank Rohit Rajendran, Sam Skinner, and Tara Sermchaiwong for their contributions to this guide.



Certification of Identification Form (Form 186) Instructions

The Certification of Identification Form (Form 186) is required as part of the ECFMG certification process to confirm your identity. Once ECFMG accepts Form 186, it typically remains valid indefinitely, and you can apply for additional certification-related services, including applying for the United States Medical Licensing Examination® (USMLE®).

Form 186 must be completed and notarized using NotaryCam, which provides convenient, on-line access to professionally licensed and certified notaries. On-demand NotaryCam sessions are available seven days a week, 3:00 a.m. to 11:00 p.m., Eastern Time in the United States. Appointments can be made for any time. Fees for using NotaryCam were included in your application fee, therefore, you will not be required to pay fees to have NotaryCam certify Form 186. Visit <https://www.notarycam.com/ecfmg> for detailed instructions.

To use NotaryCam to complete Form 186, you will need:

- PDF file of Form 186 ECFMG provided to you (image files not accepted)
- a scanned, color image of the required page(s) of your passport
- a computer with a webcam (Visit <https://www.notarycam.com/faq/> for system requirements.)

Form 186: As part of your NotaryCam session, you will be required to upload the PDF of Form 186 ECFMG provided to you (either after completion of the on-line portion of the Application for ECFMG Certification or via a link in ECFMG’s Interactive Web Applications (IWA)). Form 186 must be completed during the NotaryCam session, and it must be received by ECFMG within one year of the date it was created.

Passport: As part of your NotaryCam session, you will be required to upload a scan of your current, unexpired passport. A copy of your passport scan will be provided to ECFMG for your permanent file. *Passports are used by ECFMG for identity verification only.*

INCLUDE:	BE:
<ul style="list-style-type: none"> • The page with your name* and photograph • The passport expiration date (may be a separate page from name/photo page) • The section of your passport in Latin characters (if the page with name/photo is not in Latin characters) 	<ul style="list-style-type: none"> • Actual size of passport page • Clear and legible with all edges and corners • In color • In (JPEG) format • A file size of 2MB or less

***Important Note:** if the name, gender, and date of birth you submitted as part of the Application for ECFMG Certification do not match exactly the same information in your passport, you cannot use NotaryCam to complete Form 186. Please contact ECFMG’s Applicant Information Services for more information.

Photograph: As part of your NotaryCam session, NotaryCam will capture a still photograph of you. This image will be placed by the notary onto Form 186 and provided to ECFMG for your permanent file. Please keep this in mind when scheduling and preparing for your NotaryCam session. Make sure you are sitting in a well-lit area and that you are presenting yourself in a professional manner.

Contact ECFMG Applicant Information Services at (215) 386-5900 or info@ecfm.org if you have questions about NotaryCam or, if for any reason, you cannot complete Form 186 using NotaryCam.