

If you are registered for Step 1 or Step 2 Clinical Knowledge (CK) and are unable to take the exam in the testing region you selected, you may request to change your testing region using the attached Form 312, "Request to Change USMLE® Step 1/Step 2 CK Testing Region." **The fee for changing a USMLE testing region is \$90.00 for each region change. If the international test delivery surcharge for the testing region you request is more than the surcharge for your current testing region, you also must pay the difference in these surcharges.** If you select a testing region other than the United States and Canada, the international test delivery surcharge is \$185 for USMLE Step 1 and \$210 for USMLE Step 2 CK. There is no surcharge for the United States and Canada testing region. Please compare the surcharge for your current testing region with the surcharge for the testing region you are requesting to determine if additional payment is required.

You can make an advance, on-line payment to your ECFMG financial account using ECFMG's On-line Applicant Status and Information System (OASIS) or the MyECFMG mobile app. ECFMG's on-line payment is quick, easy, and secure. You also can complete the attached payment form (Form 900); provide all information requested, check "Testing Region Change: USMLE Step 1/Step 2 CK" in item 2, and submit the completed payment form to ECFMG with your request. If you do not have sufficient funds in your ECFMG financial account, your request will not be processed. You can check the status of your ECFMG financial account by accessing OASIS on the ECFMG website or using the MyECFMG mobile app.

If the surcharge for the testing region you request is less than the surcharge for your current testing region, the difference in these surcharges will be credited to your ECFMG financial account.

**EXAMPLES:** An applicant is registered to take Step 1 in Asia, and he requests to change his testing region to India. Because the Step 1 surcharge for both regions is \$185, the applicant is only required to pay the \$90 region change request fee.

An applicant is registered to take Step 1 and Step 2 CK in Europe and requests to take both exams in the United States. He must pay \$180 in region change request fees (\$90 for each exam). Because the United States has no surcharge, his account will be credited \$395 for the Europe surcharges he originally paid (\$185 for Step 1 and \$210 for Step 2 CK).

An applicant is registered to take Step 2 CK in the United States and requests to take the exam in Europe. She is required to pay \$300: the \$90 region change request fee plus the \$210 difference between the surcharges for the United States (\$0) and Europe (\$210).

If your testing region is changed, the National Board of Medical Examiners® (NBME®) will issue a revised scheduling permit reflecting this change. ECFMG will send you an e-mail notification when your revised scheduling permit is available. You must present the revised scheduling permit at the test center on your exam date. If you have a scheduled testing appointment in your current testing region, your appointment will be canceled when your testing region is changed. You will need to schedule a new testing appointment at a test center in your new testing region. See information on rescheduling in the applicable edition of the ECFMG *Information Booklet*.

**INSTRUCTIONS FOR COMPLETING FORM 312 (All information must be completed in ink.)**

1. **USMLE/ECFMG IDENTIFICATION NUMBER:** Enter your USMLE/ECFMG Identification Number in the spaces provided.
2. **NAME:** Enter your lastname(s) (surname/family name), rest of name (firstname/middle name) and generational suffix, if applicable, in uppercase letters.
3. **SELECT AN EXAM:** Check the appropriate box(es) to indicate whether you are requesting a testing region change for Step 1, Step 2 CK, or both.
4. **TESTING REGION:** For each exam for which you are requesting a testing region change, indicate your current testing region and the testing region you are requesting.
5. **CERTIFICATION BY APPLICANT:** You must read the certification statement and sign and date the form.
6. **FEES:** If you do not have sufficient funds in your ECFMG financial account, your request will not be processed.

**SUBMIT FORM 312 to ECFMG via one of the following methods.****By mail/courier to:**

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

**By fax to:**

(215) 386-3185



**INSTRUCTIONS:** Complete all sections in ink, referring to the instructions that accompany this form. Sign where indicated, pay the required fee(s), and return to ECFMG® at the appropriate address, as listed in the instructions.



# ECFMG®

## Payment for Service(s) Requested Form 900

## PAYMENT

**Do NOT submit this form to ECFMG by e-mail. Please submit the completed form using one of the following methods:**

- **BY MAIL/COURIER:** ECFMG, 3624 Market Street, 4th Floor, Philadelphia, PA 19104-2685 USA, or
- **FAX:** (215) 386-3185

For detailed information on ECFMG's Payment and Refund policies, refer to the ECFMG website at [www.ecfmg.org/fees/payment.html](http://www.ecfmg.org/fees/payment.html).

This form is available on the ECFMG website at [www.ecfmq.org](http://www.ecfmq.org)