

How to: Upload your Passport

Step 1: Login to your account at <https://studyabroad.ucf.edu>

Step 2: On the Applicant Home Page, click on the 'Edit Profile' Button:

The screenshot shows the 'Your Home Page : Test Student - Applicant Home Page' interface. The page has a yellow header with the 'STUDY ABROAD' logo and navigation tabs for HOME, PROGRAMS, STAFF, and DEADLINES. A left sidebar contains links for My Home, My Inbox, and My Applications. The main content area includes a 'Search Programs' button, an 'Applications' section for Spring 2016, and a 'Profile' section. The 'Profile' section shows the user's name 'Test Student', email 'g8960966@trbvm.com', and a 'No Image' placeholder. The 'Edit Profile' button is circled in red. Below the profile is a 'Messages' section with a table of recent messages.

Applications

▼ Spring, 2016

Test (ID 13228 not ranked)	Deadline: 11/30/2015
	Withdraw
Itinerary: Abu Dhabi, United Arab Emirates (Middle East) 02/02/2016 04/14/2016	

[Update Rank](#) (enter numbers to rank by preference)

Profile

Test Student
g8960966@trbvm.com

[Edit Profile](#)

Messages

Date/Time	From
08/28/2014	studyabroad@ucf.edu
UCF Office of International Studies Website: Login Information	

[View all Messages](#)

Step 3: On the profile page, Click on the 'Information' tab:

The screenshot shows a web browser window with the URL <https://studyabroad.ucf.edu/index.cfm?FuseAction=Students.ProfileEdit&User=1032>. The page has a yellow header with the 'STUDY ABROAD' logo and navigation links: HOME, PROGRAMS, STAFF, and DEADLINES. A sidebar on the left lists 'Applicant', 'My Home', 'My Inbox', and 'My Applications'. The main content area is titled 'Applicant Profile : Profile' and includes a 'Hide Tips' button. A message box states: 'This is your core profile information. You can edit it by changing the values in the form and clicking on the 'Update' button at the bottom of the page. Please note that not all core profile fields are editable, and if you find erroneous information in the form below that you cannot correct, send an email to studyabroad@ucf.edu with the change request.' Below this is a 'Return to home' button. The user's profile summary shows 'Student, Test', 'Male', 'Age 80', and email 'g8969365@trbvm.com'. It also indicates the profile was created on 08/28/2014 and last updated on 08/18/2015. Three tabs are visible: 'Profile', 'Information' (which is circled in red), and 'Address Info'. The 'Profile' tab is active, displaying a form with fields for First Name (Test), Middle Name, Last Name (Student), Email Address (g8969365@trbvm.com), CC Email Address, SMS (mobile text) Phone Number (with a carrier dropdown and a 'Test' button), Date of Birth (03/04/1935), Gender (Male), Bio (with a 4000 character limit), ID Photo (with a 'Browse...' button), and Password Change Security Questions (What was your childhood nickname?, What is your oldest sibling's birthday month and year? (e.g., January 1900), What is your oldest sibling's middle name?). At the bottom are 'Reset' and 'Update' buttons.

Applicant Profile : Profile Hide Tips

This is your core profile information. You can edit it by changing the values in the form and clicking on the 'Update' button at the bottom of the page. Please note that not all core profile fields are editable, and if you find erroneous information in the form below that you cannot correct, send an email to studyabroad@ucf.edu with the change request.

[Return to home](#)

Student, Test
Male
Age 80
g8969365@trbvm.com
Created: 08/28/2014 (by Student, Test)
Last Updated: 08/18/2015 @ 12:09:49 PM

[Profile](#) **[Information](#)** [Address Info](#)

Profile

First Name:	Test
Middle Name:	
Last Name:	Student
Email Address:	<input type="text" value="g8969365@trbvm.com"/>
CC Email Address:	<input type="text"/>
SMS (mobile text) Phone Number	<input type="text"/> Select your mobile carrier ▼ Test
Date of Birth:	03/04/1935
Gender:	Male
Bio:	<div><input type="text"/></div> <div>4000 characters left</div>
ID Photo:	<div><input type="text"/></div> Browse...
Password Change Security Questions:	What was your childhood nickname? What is your oldest sibling's birthday month and year? (e.g., January 1900) What is your oldest sibling's middle name? Edit

Reset Update

Step 4: On the Information page, click on the 'Browse...' button next to 'Passport', and upload a scanned color copy of your **signed** passport.

The screenshot shows the 'Study Abroad' website for UCF. The user is logged in as 'Test Student'. The page is titled 'Applicant Profile : Information'. A message states: 'This is the information tab of your profile. To change your information, edit the form below and click on the 'Update' button at the bottom of the page. Please note that some fields might not be editable if they are being provided to this site from an external data source. If you find erroneous data that you cannot correct on this page, report it to studyabroad@ucf.edu by email.' Below this is a 'Return to home' button.

Student, Test
Male
Age 80
g8969365@trbvm.com
Created: 08/28/2014 (by Student, Test)
Last Updated: 08/18/2015 @ 12:09:49 PM

Profile | Information | Address Info

Information

What is your expected graduation date?:	<input type="text" value="08/25/2015"/> (Format: mm/dd/yyyy)
Would this be your first time outside of the US?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are you the first generation of your family to go to college?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Do you have a passport?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Passport:	<input type="text" value=""/> Browse...
Passport Number:	<input type="text" value="123456789"/>
Passport Expiration Date:	<input type="text" value="08/28/2015"/> (Format: mm/dd/yyyy)
Your full name as it appears on your passport:	<input type="text" value=""/>
City of birth:	<input type="text" value="Miami"/>
State or province of birth:	<input type="text" value="Florida"/>
Do you agree to share your name and email address?:	<input checked="" type="radio"/> Yes <input type="radio"/> No

* Not editable
** Required

Step 5: Enter your passport number and passport expiration date in the fields labeled 'Passport Number' and 'Passport Expiration Date'

The screenshot shows the 'Study Abroad UCF' website. The user is logged in as 'Test Student'. The 'Applicant Profile : Information' tab is active. The 'Passport Number' field contains '123456789' and the 'Passport Expiration Date' field contains '08/28/2015'. Both fields are circled in red. The 'Passport' field is empty and has a 'Browse...' button next to it. The 'City of birth' field contains 'Miami' and the 'State or province of birth' field contains 'Florida'. The 'Do you agree to share your name and email address?' field has 'Yes' selected.

https://studyabroad.ucf.edu/index.cfm?FuseAction=Students.ApplicantInformation&User=... Your Home Page > Applica... X

STUDY ABROAD

HOME PROGRAMS STAFF DEADLINES

Logout | Applicant Home | User: Test Student

Applicant

My Home

My Inbox

My Applications

Your Home Page > Applicant Profile > Information

Applicant Profile : Information

Hide Tips

This is the information tab of your profile. To change your information, edit the form below and click on the 'Update' button at the bottom of the page. Please note that some fields might not be editable if they are being provided to this site from an external data source. If you find erroneous data that you cannot correct on this page, report it to studyabroad@ucf.edu by email.

Return to home

Student, Test

Male

Age 80

g8969365@trbvm.com

Created: 08/28/2014 (by Student, Test)

Last Updated: 08/18/2015 @ 12:13:09 PM

Profile Information Address Info

Information

What is your expected graduation date?: 08/25/2015 (Format: mm/dd/yyyy)

Would this be your first time outside of the US?: ☒ Yes ☐ No

Are you the first generation of your family to go to college?: ☒ Yes ☐ No

Do you have a passport?: ☒ Yes ☐ No

Passport: Passport of: Browse...

Passport Number: 123456789

Passport Expiration Date: 08/28/2015 (Format: mm/dd/yyyy)

Your full name as it appears on your passport:

City of birth: Miami

State or province of birth: Florida

Do you agree to share your name and email address?: ☒ Yes ☐ No

* Not editable
** Required

- Reset - Update >

Step 6: Click the 'Update' button at the bottom of the screen and you should be all set.

The screenshot shows a web browser window with the URL <https://studyabroad.ucf.edu/index.cfm?FuseAction=Students.ApplicantInformation&User=>. The page has a yellow header with the 'STUDY ABROAD' logo and navigation links: HOME, PROGRAMS, STAFF, DEADLINES. A sidebar on the left lists 'Applicant', 'My Home', 'My Inbox', and 'My Applications'. The main content area is titled 'Applicant Profile : Information' and includes a 'Return to home' button. A message box states: 'This is the information tab of your profile. To change your information, edit the form below and click on the 'Update' button at the bottom of the page. Please note that some fields might not be editable if they are being provided to this site from an external data source. If you find erroneous data that you cannot correct on this page, report it to studyabroad@ucf.edu by email.' Below this, the user's profile is shown: 'Student, Test', Male, Age 80, g8969365@trbvm.com. The 'Information' tab is active, showing a form with fields for: 'What is your expected graduation date?:' (08/25/2015), 'Would this be your first time outside of the US?:' (Yes), 'Are you the first generation of your family to go to college?:' (Yes), 'Do you have a passport?:' (Yes), 'Passport:' (Passport.gif), 'Passport Number:' (123456789), 'Passport Expiration Date:' (08/28/2015), 'Your full name as it appears on your passport:', 'City of birth:' (Miami), 'State or province of birth:' (Florida), and 'Do you agree to share your name and email address?:' (Yes). At the bottom, there are '- Reset -' and 'Update >' buttons, with the 'Update >' button circled in red. A legend indicates '* Not editable' and '** Required'.

Please contact the Study Abroad office if you have any additional questions or concerns at studyabroad@ucf.edu or 407-882-2300.