



How to: Upload your Passport

UCF Abroad

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studyabroad@ucf.edu

1. Login to your account at studyabroad.ucf.edu.
2. Navigate to the Applicant Home Page by clicking the dropdown on the top left under "Applicant" > "My Home."



3. On the Applicant Home Page, click "Edit Profile."

Your Home Page : [redacted] - Applicant Home Page Search Programs

This is your homepage and it provides you an overview of your application activity. In order to complete or see the details of an application, you need to click on the name of the program under the 'applications filed' column. x

Warning: you will no longer be able to access an application after its 'deadline date' and any further changes need to be handled by a staff member.

Applications	
Spring, 2020	
<input type="checkbox"/> Test Program ME (ID 36091 not ranked)	(Complete Application) Deadline: 05/15/2019 Withdraw
Update Rank (enter numbers to rank by preference)	
Spring, 2019	
UCF in Cuba Journey Cuba (ID 36123)	Withdrawn: By Staff Itinerary: Havana, Cuba (Latin America) 03/10/2019 03/18/2019

Profile

No Image [redacted]@ucf.edu

View All

Saved Programs:

Business Exchange at Griffith University
Brochure **Deadlines**

Edit Profile

Messages

View all Messages

4. On your profile page, click on the “Information” tab.

Created: [10/19/2018](#) (by 3153952, 3153952)
Last Updated: [12/11/2018 @ 04:42:08 AM](#)

@ucf.edu

Profile **Information** Address Info Programs

Information

What is your expected graduation date?:

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: No file chosen

Passport Number:

Passport Expiration Date:

Your full name as it appears on your passport:

City of birth:

5. On the Information page, click on the “Choose File” button next to **Passport** and upload a scanned color copy of your signed passport.

The screenshot shows the 'Information' page with a file explorer window open. The 'Choose File' button next to the 'Passport' field is circled in red, and a red arrow points to it. The file explorer window shows the 'Documents' folder selected, and the 'Open' button is visible at the bottom right.



5. Enter your passport number, passport expiration date and your full name **as it appears on your passport** in their respective fields:

Passport Number:

Passport Expiration Date:

Your full name as it appears on your passport:

6. When you have completed all of the fields in your profile, click the “Update” button at the bottom of the page to submit your changes.

Passport Number:

Passport Expiration Date:

Your full name as it appears on your passport:

? City of birth:

? State or province of birth:

? To your knowledge, are you currently in good standing with UCF?: Yes No

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

* Not editable
** Required

Update

Please refer to our [application process guide](#) if you need assistance while completing the online portion of the application. If you have any additional questions, please feel free to contact us at studyabroad@ucf.edu.