



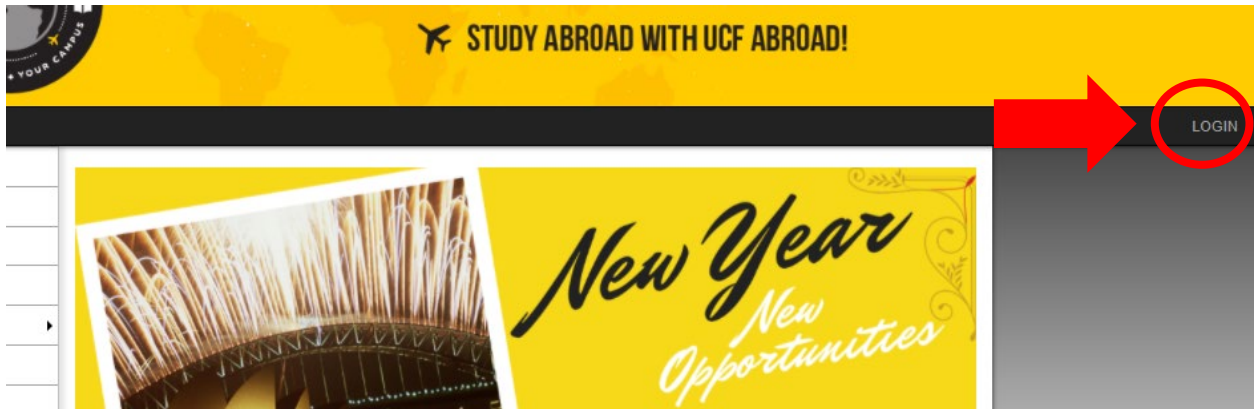
How to: Upload your Passport

UCF Abroad

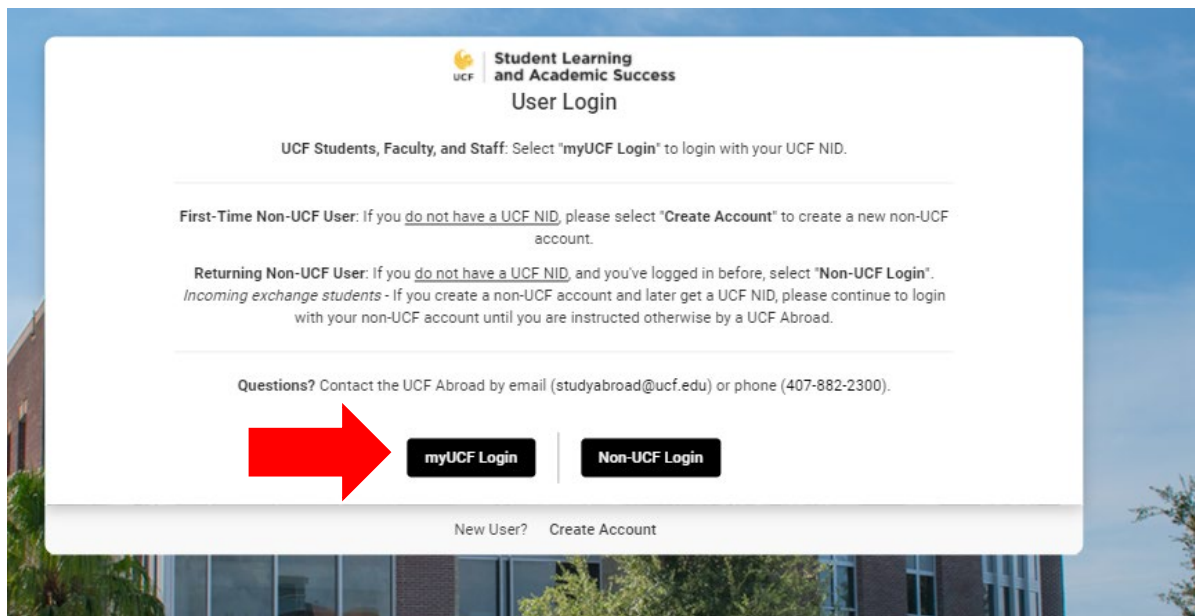
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Orlando, FL 32837

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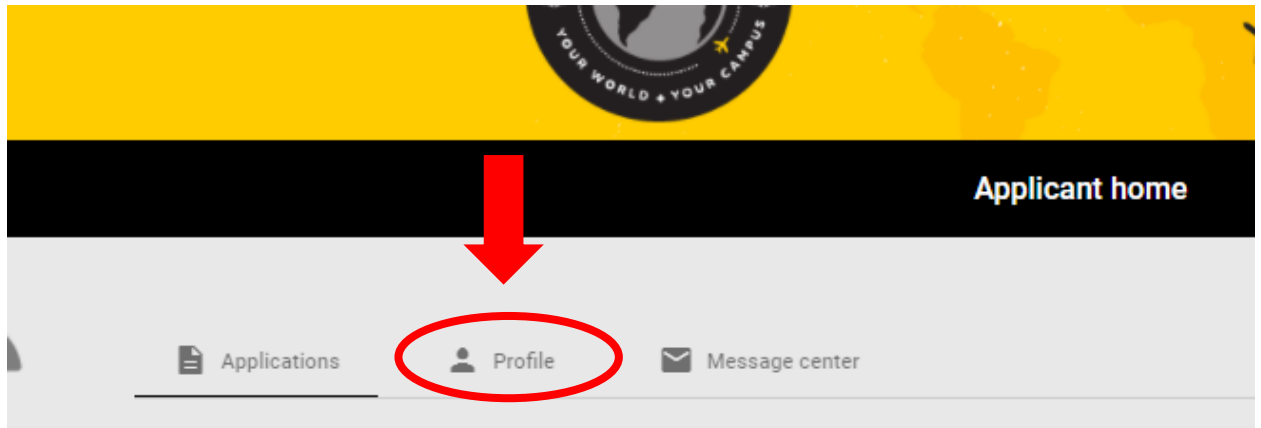
1. Login to your account at studyabroad.ucf.edu.



2. Click on “myUCF Login” and enter your NID and NID password on the next screen as if you were logging in to myUCF.



3. You will be routed to your **Applicant Home Page**.
Click "Profile" under the UCF Abroad logo.



We're so excited that you are interes

Click on your application, faculty profile, or travel registration be

4. Under the **Information Section**, click the arrow to the right of "upload file" in the **Passport** section.

Information

Gender

Mobile number

What is your expected graduation date?

Passport
Upload file

City of birth



5. Your computer will open a file explorer window for you to select a file to upload. Please use a .PDF, .PNG or .JPG file format.
6. Your passport photo or scan should be a color copy that clearly shows your photo, signature, and passport number. After your file is uploaded, you should see the file name populate under the **Passport** field.
7. Fill in the additional fields to the right: **Passport Number, Expiration Date, and Your Full Name as they appear on your passport.**
8. When you are finished, click on the “Update” button at the bottom of the information section to save your changes.

Do you have a passport?

Yes

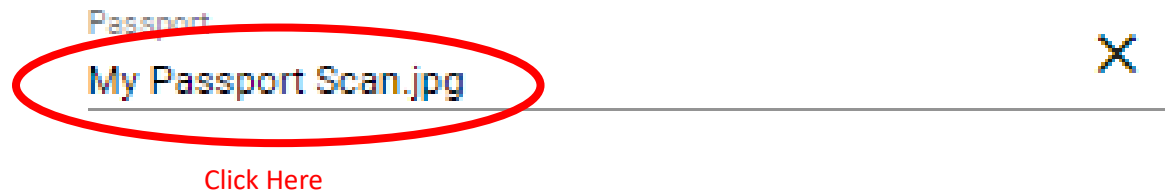
Your full name as it appears on your passport

Do you agree to share your name and email address?



Update

9. Verify that your file was uploaded correctly, and that all information is legible, by clicking on your file name in the **Passport** field. The uploaded image will open in a new tab. If you need to upload a new copy, you can click on the **X** next to your file name to delete the old version.



NOTE: You may receive a pop-up message if your image does not meet sizing constraints. If you cannot upload your image for any reason, please email it as an attachment to studyabroad@ucf.edu.

Please refer to the **Application Guide** on our [Documents and Resources](#) page if you need assistance while completing the online portion of your application. If you have any additional questions, please feel free to contact us at studyabroad@ucf.edu.