

How to Upload Supplemental Materials

After you've submitted your application and it has gone through the verification stage, you will be able to access your UNF myWings account and view your Application. These instructions will show you how to upload supplemental materials (resume, letter of intent, professional licensure, etc.), if your program requires them.

1) Receive email with [myWings](#) login information.

- If this is your first time logging into myWings, click on Login Help to establish your credentials using your UNF ID (N#), and the email address you provided on your application.

2) Click on the My Application Status tile.



- From here you will be able to view the application as you applied, it's status, any communications that have been sent, and your outstanding requirements. You will also be able to pay your application fee if you have not already done so.

Application Status

Application Term:

Application Number:

Application Type:

Student Type:

Degree:

Major:

[View Application](#)

Status: Decision Not Made

Status Date:

Communications Sent: [View Communications](#)

3) Locate the Items Required for Admission section.

- This section will show what items have been received, and which are still required. Documents that can be uploaded will have an Upload Document link. If there is not a link, the document will need to be sent directly to the Graduate School.

Items Required for Admission

Item	Description	Mandatory	Received	Date Received	Comments
Application Fee		Yes	No		See the "Pay Now" button below ?
Final College Transcript		Yes	Yes		
Letter of Intent		Yes	No		Upload Document
Reference Letter		Yes	No		Update Reference
Reference Letter		Yes	No		Identify Reference
Reference Letter		Yes	No		Identify Reference
Repertoire List		Yes	No		
Resume		Yes	No		Upload Document

4) Click on the Upload Document link

- Click Choose File and select the appropriate document.
- Then click the Submit button.
- Important Note:* Verify you have selected the correct document before clicking the Submit button. Once the document has been submitted, it cannot be undone. If you have made an error and need to add a new document, please email it to graduateschool@unf.edu and we will manually add it to your application.

Application Status: Document Upload

Upload Letter of Intent:

File to upload: Choose File No file chosen

Please ensure that the named document is correct. If necessary, you may use the browse button to replace your document with a different one. Once you click the "Submit" button, your document submission will be **final**.

- 5) Once you click the Submit button in Step 4, the system will automatically direct you back to the Application Status view. You should now see that the requirement for the document you just uploaded has been met.

Letter of Intent	Uploaded via Stu Self Service	Yes	Yes	09/20/2018	
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If you have any questions or concerns, please contact the Graduate School at graduateschool@unf.edu or (904) 620-1360.