

UNF's Online Reference System

If you did not input your reference names and email addresses on your admission application, you will have the opportunity to do so through your UNF myWings account. You may also update the name and/or email of a reference, or change reference. Some programs will only accept reference letters submitted through the online system, so it is important to identify your references as soon as possible to meet your programs deadline.

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.



3) Locate the Items Required for Admission section.

- This section will show what references have already been identified if you input them on your admission application. You will be able to update references already identified, and input new references.

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 Update Reference or Identify Reference link.

- Input your reference name and email in the appropriate fields.
- Then click the Submit button.
- *Important Notes:* Verify email address for spelling errors, and let your reference know to check their email spam folder if they have not received the UNF Recommendation request email after 48 hours.

Application Status: Reference Identification

Please provide references based on the criteria for the program you are applying. More information about your anticipated program's requirements can be found [here](#). The reference will be emailed a request for submission of your recommendation through our electronic system within 24 hours.

Title	First Name	Middle Name	Last Name	Email Address
--Select-- ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 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 your reference's information.

Reference Letter	Test, Test Test test@unf.edu	Yes	No	Update Reference
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If you have any questions or concerns, please contact the Graduate School at graduateschool@unf.edu or (904) 620-1360.