

Upload a Document for Your Academic Advisor

A visual step-by-step guide for submitting documents through myFIU.

Before you begin

Have your document saved on your device. Accepted formats: BMP, GIF, JPEG/JPG, PDF, PNG, TIF and TIFF.

What you will do

- 1 Open Document Upload in myFIU
- 2 Select Academic Advising and the form type
- 3 Choose the advisor to notify
- 4 Attach and upload your first file
- 5 Add related files and submit
- 6 Check your email confirmation

Important: unofficial documents

Unofficial transcripts and test scores may help your advisor provide guidance, but they cannot satisfy degree requirements. Official documents must still be sent to FIU through an approved channel.

Official submission instructions: [Transcripts](#) | [Test scores](#)

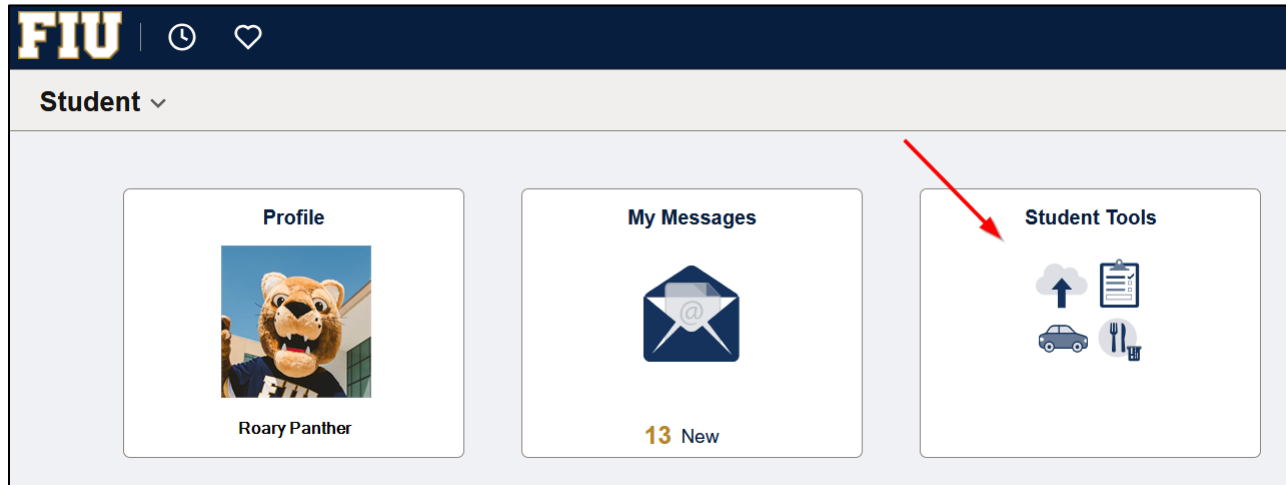
STEP 1 Open Document Upload

Sign in at my.fiu.edu, then follow the two selections below.

1

Select Student Tools

From your Student homepage, choose the Student Tools tile.

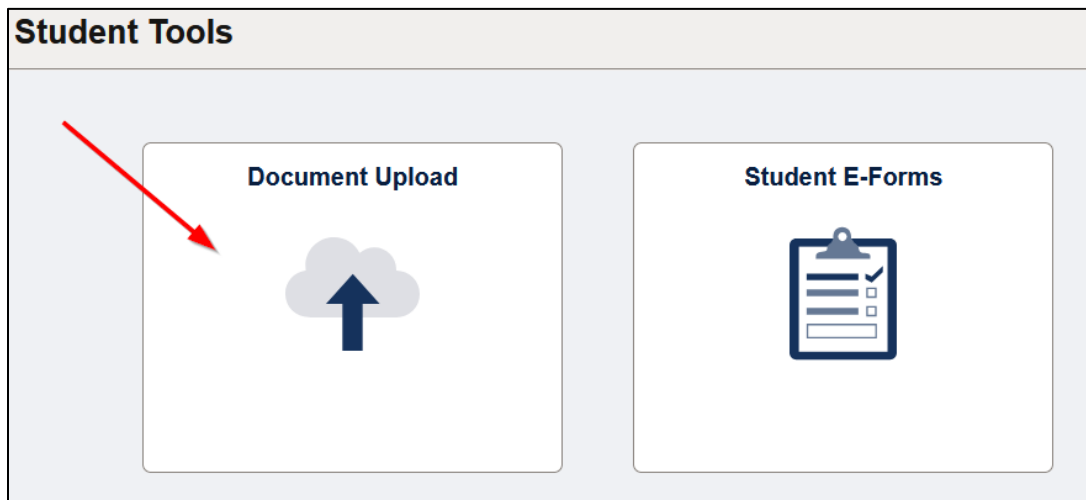


Select Student Tools.

2

Select Document Upload

On the Student Tools page, choose Document Upload.



Select Document Upload.

STEP 2 Review the upload directions

Read the information shown on the page before continuing.

3

Select Accept and Continue

This opens the form where you will identify the document and advisor.

Upload Your Documents

Directions:

1. Download a copy of the form that you are required to submit from the forms page via <https://onestop.fiu.edu/forms-and-resources/index.html>
2. Fill out all form fields and scan it along with any supporting documentation.
3. Select the Department that you are submitting the documents to from the "Department" dropdown menu.
4. Select the name of your form from the "Form Name" dropdown menu.
5. Attach any supporting documentation required.
6. Click submit.

Please note: If you are required to submit more than one form, you must submit EACH form in a separate transaction along with the supporting documentation.

Accept and Continue



Read the directions, then select Accept and Continue.

One form type per submission

You may attach multiple files in the same submission when they all support the selected form type. If you need to submit a different form type, start a separate submission and select the appropriate Form Name.

STEP 3 Identify the document

Complete the fields in order so your document is routed correctly.

4

Choose the department

In Department Description, select Academic Advising.

5

Choose the form type

In Form Name, select the option that best matches the document you are uploading.

Upload Your Documents

Enrollment Services Upload Page

Department Description

Academic Advising ▾

Form Name

Who should be notified

Change of Major Paper Form

Course Description and/or Syllabus

Faculty Documentation/Approval

ISSS International Student Scholar Services Form

National Student Exchange

Personal Statement for Appeal

Screenshots of Errors

Study Abroad Form

Unofficial Test Scores

Unofficial Transcript

Veteran Military Forms

File Name ↑↓

Only the following file types will be accepted for uploading:

- .BMP
- .GIF
- .JPEG
- .JPG
- .PDF

Select Academic Advising, then choose the appropriate form name.

Submitting a transcript or test score?

Select the appropriate unofficial option only when the document is for advising review. You must separately submit official records to FIU when required.

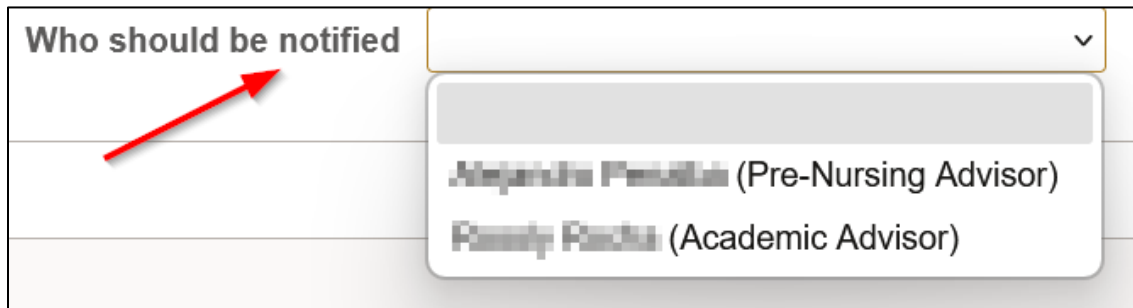
STEP 4 Choose an advisor and file

The advisor you select will be notified after you submit.

6

Choose who should be notified

Select the academic advisor who should review your document.



Who should be notified

Alejandra Penabaz (Pre-Nursing Advisor)

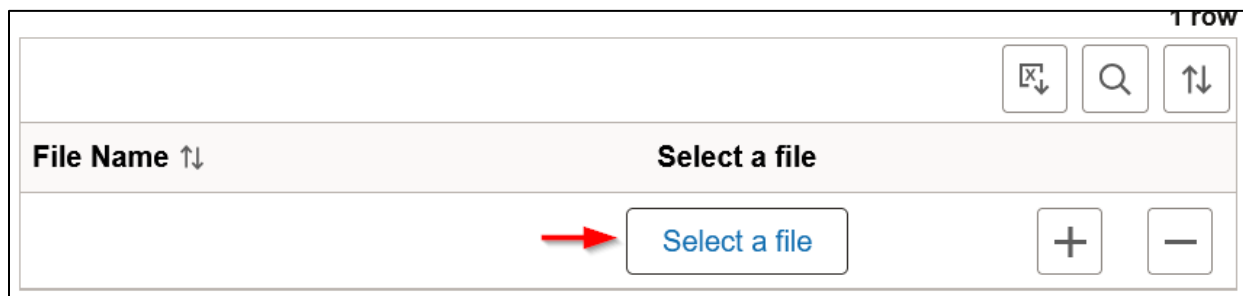
Randy Penabaz (Academic Advisor)

Choose the advisor to notify.

7

Select a file

Select a file, choose My Device, and locate the document on your device.



File Name ↑↓

Select a file

Select a file

Select a file to begin attaching your document.

Check the file first

Use a clear, readable file and confirm that it is the correct document before uploading.

STEP 5 Complete the file upload

Do not leave the attachment window until the upload is complete.

8

Finish the attachment

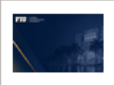
After selecting your file, wait for Upload Complete, then select Done.

File Attachment

Done

Choose From


My Device


the top for ppt.pptx
File Size: 1924KB

Upload Complete

Wait for Upload Complete, then select Done.

Next

After selecting Done, you will return to the document upload page. From there, you can add related files or submit your completed form.

STEP 6 Add related files and submit

You can include more than one file when the files belong to the same selected form type.

9

Add another related file

Select the + button to add a row, then select a file and repeat the attachment process. Use the - button to remove a file row.

10

Submit the form

After all files for this form type are attached, select Submit.

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File Name ↕

Select a file

1_The_Big_Blue_Sea.jpg

Select a file

+

-

Only the following file types will be accepted for uploading:

- .BMP
- .GIF
- .JPEG
- .JPG
- .PDF
- .PNG
- .TIF
- .TIFF

Submit

Use + to add another related file. When finished, select Submit.

Submitting a different form type?

Complete this submission first. Then start a new Document Upload submission and select the appropriate Form Name for the other document type.

FINISHED Check your confirmation email

The email may take several minutes to arrive after submission.

Your upload is complete when...

You receive an email confirming the form name and the academic advisor who was notified. No further action is needed unless your advisor contacts you.

Hello **Roary Panther**

This email confirms that your document was successfully uploaded and sent for review.

Form Name: National Student Exchange

Sent To: Academic Advisor

No further action is needed at this time.

Thank You.

Example confirmation email.

What the email confirms

- Your document was successfully uploaded and sent for review.
- The form name associated with your upload.
- The academic advisor who was notified.

Keep the email

Save the confirmation until your advisor has completed the review. If the details are incorrect, submit the correct document and follow up with your advising office.