

## **FOR APPLICANTS: HOW TO UPLOAD REQUIRED DOCUMENTS TO MODS**

Please follow the steps below to upload required documents to MODS.

**\*All documents must be submitted as a PDF**

**\*\*Do not upload encrypted or password protected PDF documents**

1. Go to the MODS website:  
<https://education.mods.army.mil/navymeded/UserLogon/userlogon.htm>  
Alternate MODS Link:  
<https://education.mods.army.mil/meded/UserLogon/UserLogon.asp>
2. Login to your account using the CAC function or your login ID and password.
3. Hover on the **Apply for GME** tab and click on **Manage Required Documents**.
4. Click on **Select Files**.
5. Enter the document title in the **Document Title** box and select the type of document from the **Document Type** dropdown menu. Click **Attach New Files**.
6. Next click on **Upload Attached Files**. You will need to repeat steps 4 through 6 for each document.
7. To see which documents you have uploaded return to the **Manage Required Documents** tab and the list of documents will be displayed on the screen.
8. To check the status of your supporting documents received by the GME office hover on **Status** and click **Verify Documents**.

Transcripts, MSPE/Dean's Letter, Board Scores, and FITREPS from past applications will automatically roll over to your current application. Letters of Recommendation do not roll over from past applications. You can request those letters added to the current application by emailing the GME office: [usn.bethesda.navmedleadprodevcmd.mbx.gme-sb@health.mil](mailto:usn.bethesda.navmedleadprodevcmd.mbx.gme-sb@health.mil)

**NOTE:** Due to the high volume of documents emailed to the GME Office, please allow between 5-7 business days for documents to appear in MODS.