

## **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**

1. Go to the MODS website:  
<https://education.mods.army.mil/MEDED/UserLogon/UserLogon.asp>
2. Login to your account
3. Hover on the **Apply for GME** tab and then 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** drop down list. 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 what documents you have uploaded go to the same **Manage Required Documents** tab used to upload documents and it will list the documents on the screen.
8. To check the status of your supporting documents received by the GME office, hover on **Status** and click on **Verify Documents**.

NOTE\*\*Letters of Recommendation do not roll over from past applications. You can request those documents 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). Transcripts, MSPE/Dean's Letter, Board Scores and FITREPS from previously submitted applications will automatically roll over to your current application.

Due to the high volume of documents emailed to the GME Office, please allow between 7-10 business days for documents to appear in MODS.