



1. Login to the Student Portal: <http://portal.semo.edu>
2. Select your **Student SS** tab, at the top.
3. Scroll down to the “**Financial Aid Requirements**” section, on the left (in red).
  - *Ignore the checkmarks; the next steps will lead you to more accurate and detailed information.*
4. Click “**Message**” in the lower left corner of this section.
5. Select the appropriate aid year from the drop down list and click “**submit.**”
6. Review your verification requirements.
  - *If any items show a “Requested” status, additional information is required.*
    - *Click on any requirement in blue to view/print the document.*
  - *Allow 2-3 business days for submitted items to be reflected online as “Received (Pending Review)” or “Received (Pre-Verified).”*
  - *When Verification Final Review is the only “Requested” status, allow up to 2 weeks for the file to be reviewed.*
  - *Monitor periodically to see if new items become “Requested” due to discrepancies or errors.*
  - *Once Verification Final Review shows as “Complete,” you have cleared verification!*

**If you have any questions regarding what to submit for a particular requirement, please contact Student Financial Services (573-651-2253).**