



1. Login to the Student Portal: <https://my.semo.edu>
2. In the search bar, type “Financial Aid Message”
3. Click “Financial Aid Message.”



4. Select the appropriate aid year from the drop down list and click “submit.”
5. 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).