



1. Login to the Student Portal: <http://portal.semo.edu>

2. Select your **Student SS** tab from the left menu.



- On mobile, click the menu button  to find the Student SS tab.

3. Scroll down to the “**Financial Aid Requirements**” section

- 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).