How to View Requested Verification Documents

- 1. Log in to your <u>MyUNIverse</u> account at <u>myuniverse.uni.edu</u>.
- 2. Go to your "Student Center."

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3. Go to your "To Do List" (right side of the screen).



- 4. Your "To Do List" will list the required verification documents you must submit to the Office of Financial Aid & Scholarships.
- 5. Click on each item for more details regarding the requested document.
- 6. Click the "More" button to view the status of each document and to determine whether there are more required documents.