Advisor Tools-Missing-Received Documents

This area provides a list of financial aid awards that a student has received for the specified year. It will also provide a list of documents that the Financial Aid office has not received for the specified year.

📍 In the **Advisee List**, click on the student’s name.
📍 The **Advisee Details** window will display.
📍 Under **Financial Aid**, click the **Missing/Received Documents** link.
📍 A list of **Financial Aid** that the student has received for the year will appear (see illustration below).

📍 A list of any documents that are still needed to process **Financial Aid Awards** will appear.