



UMSLSFS – INSTRUCTIONS TO SUBMIT SAP APPEAL

1) Download a PDF copy of your SAP Appeal form after you have filled in the information

(If you have not done this at the end of the SAP Appeal survey form, you can still retrieve a copy of the Appeal form with your information in it through the UMSLSFS SAP Team Confirmation email sent to you)

Note: The copy of Appeal form you retrieve from your email will have a different format than the copy you downloaded directly from the survey form completion/thank you page.

Example:



Tue 3/23/2021 3:43 PM

UMSLSFS - SAP Team <noreply@qemailserver.com>
SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

To |

Dear Vivian Do,

Thank you for filling in the Satisfactory Academic Progress (SAP) Appeal form! If you have not downloaded a copy of your Appeal form, you can find it in the **Link to View Results** below.

Please click to view the report, export the file with pdf format to your phone/computer.

Once you are done, please submit the Appeal form, together with any other supporting documentation to Student Financial Aid Office via Secure Document Upload feature.

- Direct Access to the Secure Document Upload feature is [HERE](#)

If you have any questions, please feel free to contact Student Financial Aid (Financial Services) Office at 314-516-5526, or financialaid@umsf.edu.

Sincerely yours,
Student Financial Aid (Financial Services) Office,

Recipient Data:

Time Finished: 2021-03-23 14:42:56 MDT

IP: Survey Preview

ResponseID: R_Tjhbdr4sZWk71L3

Link to View Results: [Click Here](#)

URL to View Results: https://proxy.qualtrics.com/proxy/?url=https%3A%2F%2Fumsf.az1.qualtrics.com%2FCP%2FReport.php%3FSID%3DSV_daGFcagUgQ0eTJQ%26R%3DR_Tjhbdr4sZWk71L3&token=AkUtonQ%2BtebUzbDnMEzgwOzca2BTZKVNiwyyBPR9PA0%3D

Response Summary:

- 2) [Submit the PDF copy of your SAP Appeal \(Response Summary\), together with other supplemental documentation to the Student Financial Aid \(Financial Services\) Office via Secure Document Upload \(link below or also available in your MyView Student Center\).](#)

Office/Department:
Financial Aid

Secure Document Upload

You can securely upload the types of documents listed below. Start by selecting the office or department, select the type of document, then add attachment. Your contact information will be automatically associated with the document.

Office / Department

Cashiers
Financial Aid
Records

Comments / Notes

Document Type:

**Satisfactory
Academic
Progress**

Secure Document Upload

You can securely upload the types of documents listed below. Start by selecting the office or department, select the type of document, then add attachment. Your contact information will be automatically associated with the document.

Office / Department

Financial Aid ▼

Document Type

Satisfactory Academic Progre: ▼

- Birth Certificate
- Citizenship
- DD214
- Dependency Override
- Disability Document
- Driver's License
- Federal Work Study application
- HPSL Application
- Loan Adjustment Form
- Loan Default clearance
- MOFELP Application
- Non-Filing Letter from IRS
- Nurse Student Loan Application
- Permanent Resident Card
- Private Loan Application
- Satisfactory Academic Progress**
- Scholarship Appeals

Comments/Notes:

[Your Name] –
[Student ID] –
“SAP Appeal –
[Semester that
you are seeking
aid]

Secure Document Upload

You can securely upload the types of documents listed below. Start by selecting the office or department, select the type of document, then add attachment. Your contact information will be automatically associated with the document.

Office / Department
Financial Aid ▼

Document Type
Satisfactory Academic Progre: ▼

Comments / Notes
Louie Triton - ID 18002000 - SAP Appeal - Fall 2021

Add Attachment

**** Notes: If you have multiple documents to submit for the same SAP Appeal, please upload each document at a time.*

Access SECURE DOCUMENT UPLOAD feature here!