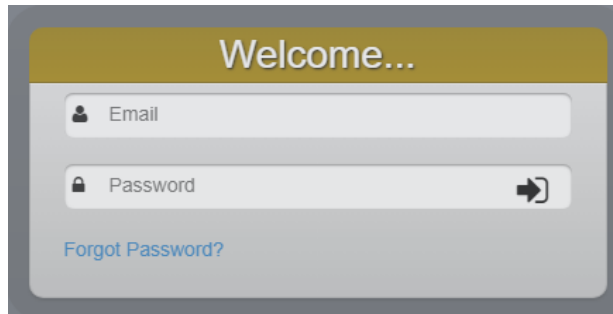
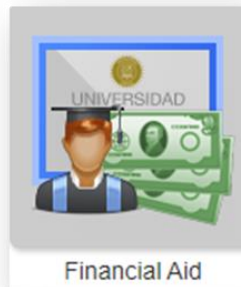


INSTRUCCIONES PARA SUBIR LOS DOCUMENTOS DE VERIFICACIÓN EN EL PORTAL NEXT

1. Acceder al portal a través de la siguiente dirección: <https://portal.upr.edu>.
2. Registrar sus credenciales:



3. En el menú principal, seleccionar la opción **My Financial Aid**:



4. Una vez accedas a la opción de **My Financial Aid** debes oprimir la opción **View Status** en el **Application Process 2022-2023**, como se ilustra a continuación:

Application Process 2022 - 2023

The period of applying for financial aid for 2022 - 2023 has begun. Our Verification Policy establishes in Section V Subsection I ... Documents can be submitted to the Financial Aid Officer electronically. To send the documents requested on the portal, a link was enabled below each document that you must submit. For instructions visit our page.

Remember to check the status and requirements of your application frequently. Doubts or additional information about the verification process, visit our page:
<http://upra.edu/asec/>


Note: Due to COVID19 the service is currently online.


[View status](#)

5. En la pantalla se desplegará el **deadline** con **día y hora** y los documentos a subir (upload) de acuerdo al grupo de verificación que fue ubicado por el Departamento de Educación.


Application Process 2022-2023

Here you can find the steps you need to complete and the status of your financial aid application for 2022-2023.

 **Step 1**
We received your FAFSA on 15/03/2022 02:31 PM.

 **Step 2**
Your information was selected for verification.

Todo Items

Pending Deadline to upload documents to the Portal
The date and hour to submit your documents.
 The deadline to upload the documents is 05/Apr/2022 08:30 AM.

Pending 2022 Verification Worksheet V1
Print and complete verification worksheet V1 in <http://formularios.upr.edu/v1-2022-2023.pdf>.
[Select the document to upload](#)

Pending Copy 2020 PR Tax Return
Copy of 2020 Tax Returns properly signed and with all necessary documentation.
[Select the document to upload](#)

Pending 2020 FORM W-2 and/or 480.XXX Informative Return
Addendum included in income tax return and/or W-2 issued by the employer or the one obtained through SURI.
[Select the document to upload](#)

6. Usted tiene que asegurarse de presionar en el documento que va a subir:

Pending Copy 2020 PR Tax Return Father, Mother, Stepparent 1
Copy of 2020 Tax Returns properly signed and with all necessary documentation.
[Select the document to upload](#)

7. Se mostrará el Título del documento. Presione **Choose file** para subir el solicitado:

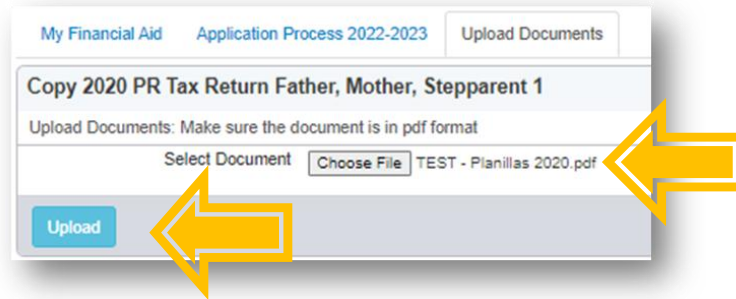
My Financial Aid Application Process 2022-2023 Upload Documents

Copy 2020 PR Tax Return Father, Mother, Stepparent 1

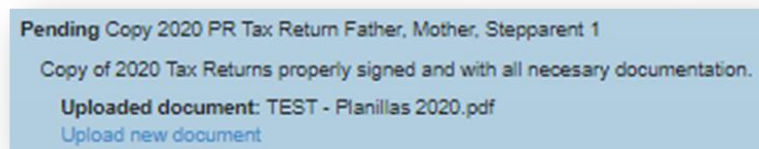
Upload Documents: Make sure the document is in pdf format

Select Document No file chosen

8. Al seleccionar el documento desde el archivo en que usted lo guardó, verá al lado de **Choose file** que fue seleccionado, porque se mostrará el nombre del documento que usted le dio al documento y el formato. **Presione Upload para subirlo:**



9. Puede confirmar que subió el documento porque se verá así:



10. Haga lo mismo para todos los documentos restantes.

Application Process 2022-2023

Here you can find the steps you need to complete and the status of your financial aid application for 2022-2023.

Step 1
We received your FAFSA on 15/03/2022 02:29 PM.

Step 2
Your information was selected for verification.

Todo Items

Pending Deadline to upload documents to the Portal
The date and hour to submit your documents.
The deadline to upload the documents is **05/Apr/2022 03:00 PM**.

Pending 2022 Verification Worksheet V1
Print and complete verification worksheet V1 in <http://formularios.upr.edu/v1-2022-2023.pdf>.
Uploaded document: prueba.docx
[Upload new document](#)

Pending Copy 2020 PR Tax Return
Copy of 2020 Tax Returns properly signed and with all necessary documentation.
Uploaded document: prueba.docx
[Upload new document](#)

Pending 2020 FORM W-2 and/or 480.XXX Informative Return
Addendum included in income tax return and/or W-2 issued by the employer or the one obtained through SURI.
[Select the document to upload](#)