



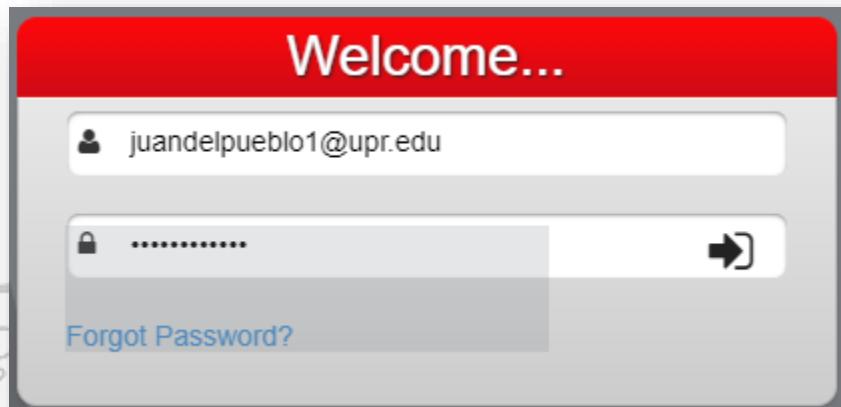
UNIVERSIDAD DE PUERTO RICO EN CAYEY

Decanato de Asuntos Estudiantiles

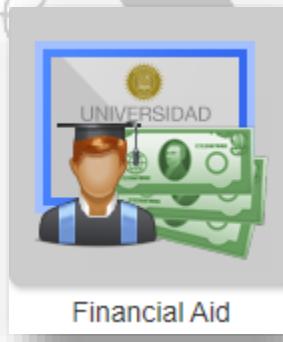
Oficina de Asistencia
Económica Programática

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: <https://cayne.upr.edu/asistenciaeconomica/>
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 (uploads) 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 30/03/2022 09:27 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 19/Apr/2022 03:15 PM. ←

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 Father, Mother, Stepparent 1

Copy of 2020 Tax Returns properly signed and with all necessary documentation.
Select the document to upload

Pending Copy 2020 PR Tax Return Father, Mother, Stepparent 2

Copy of 2020 Tax Returns properly signed and with all necessary documentation.
Select the document to upload

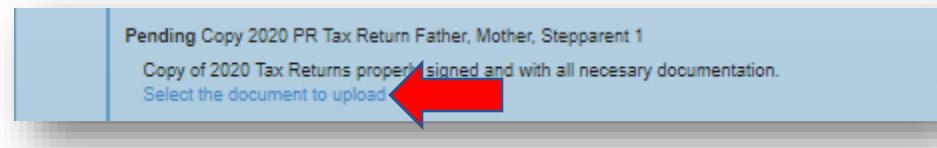
Pending 2020 FORM W-2 and/or 480.XXX Informative Return, Father, Mother, Stepparent 1

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

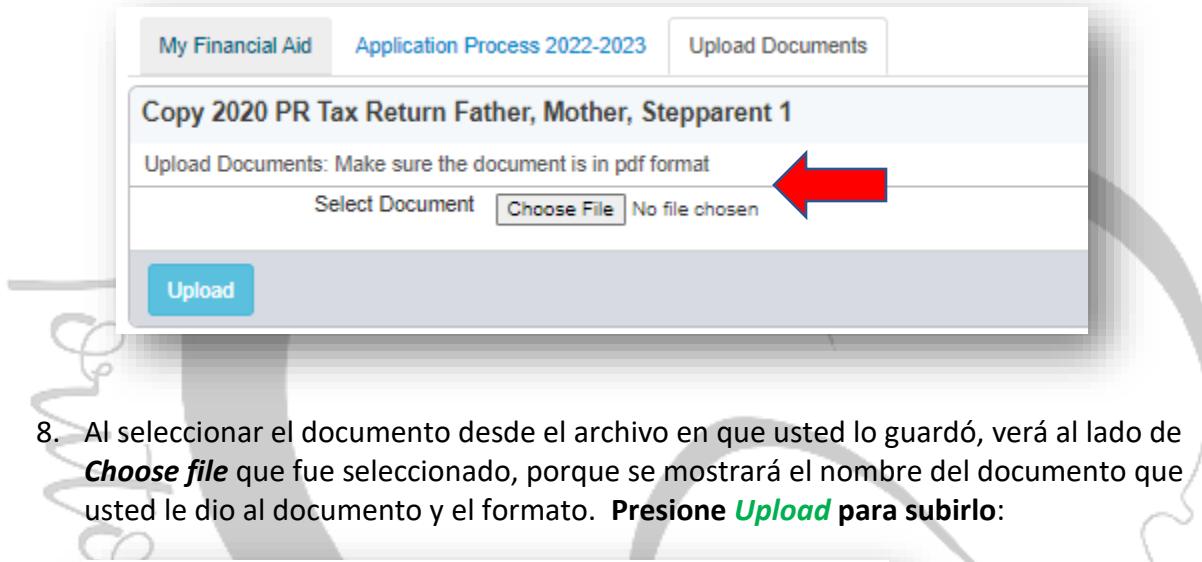
Pending 2020 FORM W-2 and/or 480.XXX Informative Return, Father, Mother, Stepparent 2

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:



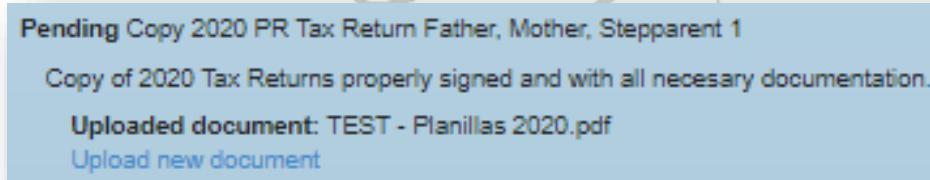
7. Se mostrará el Título del documento, presione **Choose file** para subir el documento:



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. Al subir todos los documentos

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 14/03/2022 09:00 AM.



Step 2

Your information was selected for verification.

Todo Items

Pending Appointment with financial aid counselor

The date and hour of your appointment with financial aid counselor.



You have an appointment with Migdalia Perez Matos for the 11/Apr/2022 01:15 PM. Email: migdalia.perez@upr.edu

Pending 2022 Verification Worksheet V1

Print and complete verification worksheet V1 in <http://formularios.upr.edu/v1-2022-2023.pdf>.

[Uploaded document: Hoja de Verificación V1.pdf](#)

[Upload new document](#)

Pending Copy 2020 PR Tax Return Father, Mother, Stepparent 1

Copy of 2020 Tax Returns properly signed and with all necessary documentation.

[Uploaded document: TEST - Planillas 2020.pdf](#)

[Upload new document](#)

Pending Copy 2020 PR Tax Return Father, Mother, Stepparent 2

Copy of 2020 Tax Returns properly signed and with all necessary documentation.

[Uploaded document: TEST - Planillas 2020.pdf](#)

[Upload new document](#)

Pending 2020 FORM W-2 and/or 480.XXX Informative Return, Father, Mother, Stepparent 1

Addendum included in income tax return and/or W-2 issued by the employer or the one obtained through SURI.

[Uploaded document: TEST - W2 2020.pdf](#)

[Upload new document](#)

Pending 2020 FORM W-2 and/or 480.XXX Informative Return, Father, Mother, Stepparent 2

Addendum included in income tax return and/or W-2 issued by the employer or the one obtained through SURI.

[Uploaded document: TEST - W2 2020.pdf](#)

[Upload new document](#)