



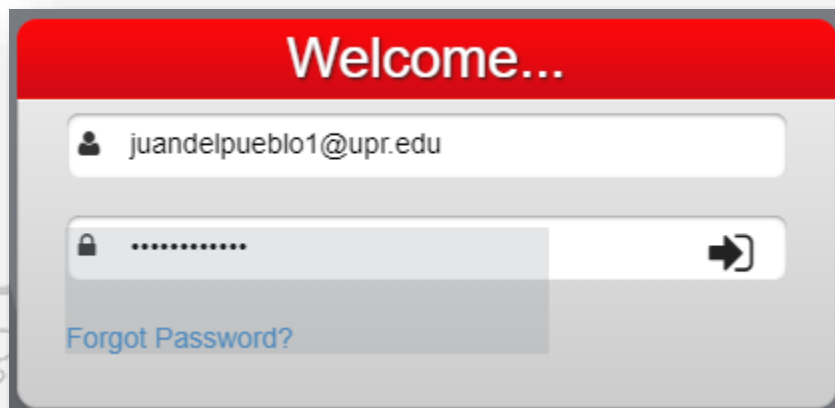
Oficina de Asistencia
Económica Programática

UNIVERSIDAD DE PUERTO RICO EN CAYEY

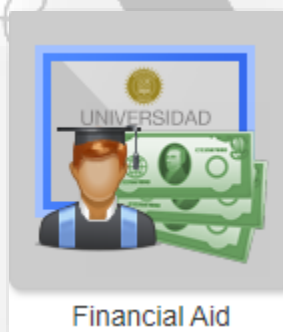
Decanato de Asuntos Estudiantiles

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 1 ... 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://cayey.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](#)

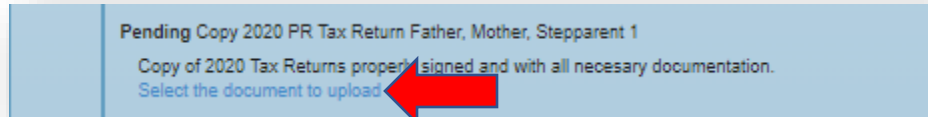
Pending Copy 2020 PR Tax Return Father, Mother, Stepparent 1
Copy of 2020 Tax Returns properly signed and with all necessary documentation.
[Select the document to upload](#)

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:



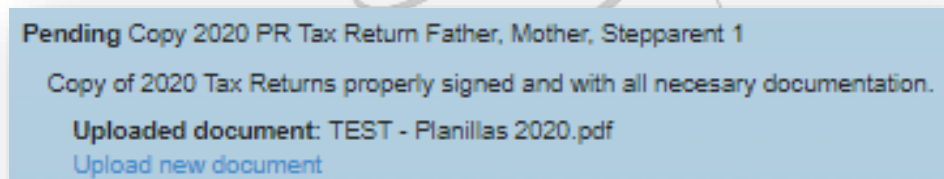
7. Se mostrará el Título del documento, presione **Choose file** para subir el documento:

A screenshot of a web interface. At the top, there are three tabs: "My Financial Aid", "Application Process 2022-2023", and "Upload Documents". Below the tabs, the title "Copy 2020 PR Tax Return Father, Mother, Stepparent 1" is displayed. Under the title, it says "Upload Documents: Make sure the document is in pdf format". Below this, there is a "Select Document" label, a "Choose File" button, and the text "No file chosen". A red arrow points to the "Choose File" button. At the bottom left, there is a blue "Upload" button.

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:

A screenshot of the same web interface as in the previous image. The "Choose File" button is now followed by the text "TEST - Planillas 2020.pdf". A red arrow points to this text. Another red arrow points to the blue "Upload" button at the bottom left.

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](#)