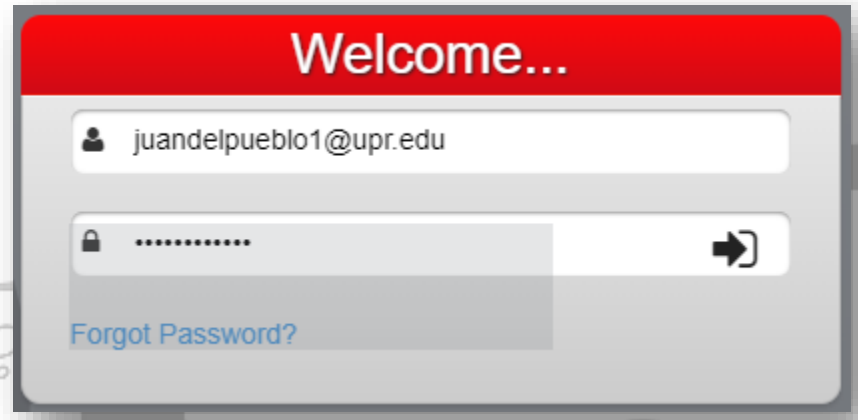
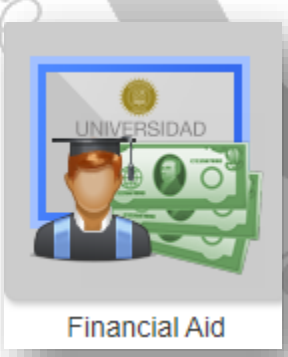
INSTRUCCIONES PARA SUBIR LOS DOCUMENTOS DE VERIFICACIÓN EN EL PORTAL NEXT

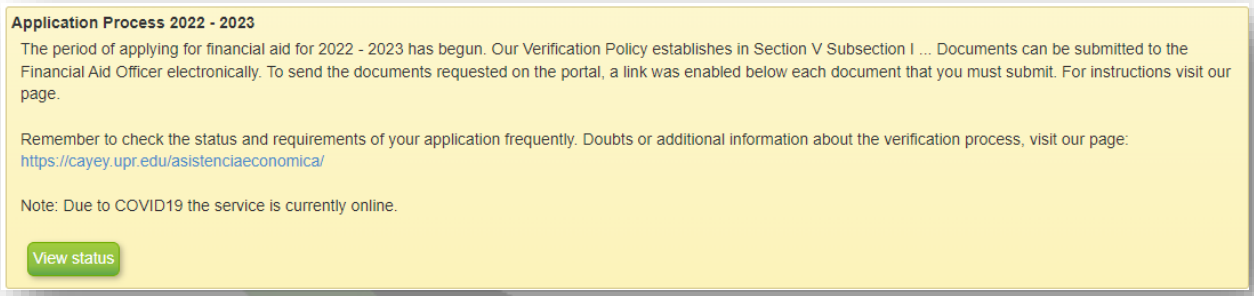
1. Acceder al portal a través de la siguiente dirección: https://portal.upr.edu.
2. Registrar sus credenciales:



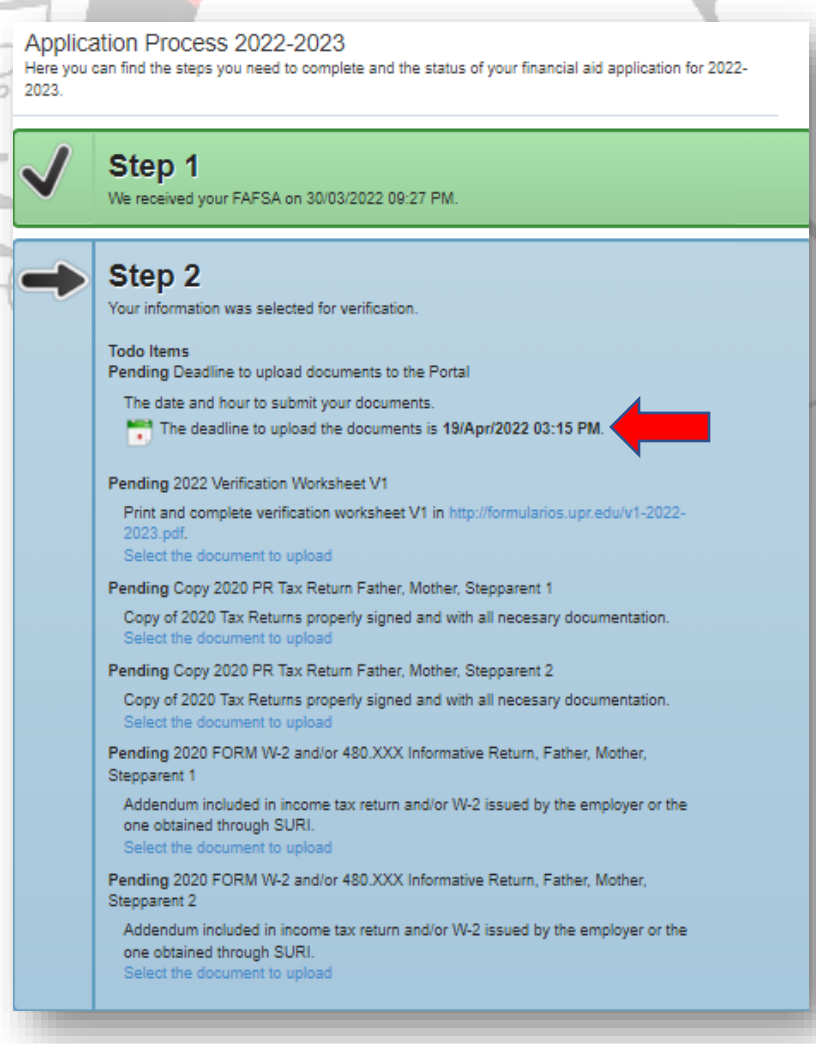
3. En el menú principal, seleccionar la opción ***My Financial Aid***:



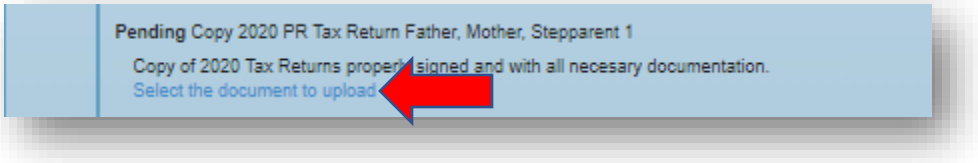
4. Una vez accedas a la opción de ***My Financial Aid*** debes oprimir la opción ***View Status*** en el ***Application Process 2022-2023***, como se ilustra a continuación:



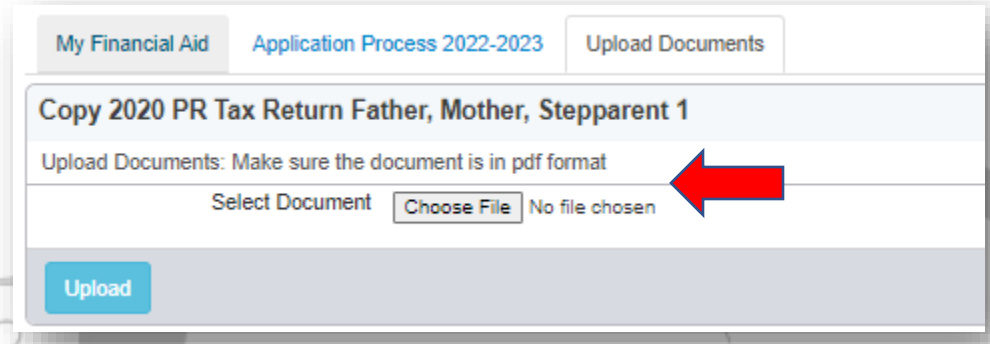
5. En la pantalla se desplegará el ***deadline*** con **día y hora** y los documentos a subir (uploads) de acuerdo al grupo de verificación que fue ubicado por el Departamento de Educación.



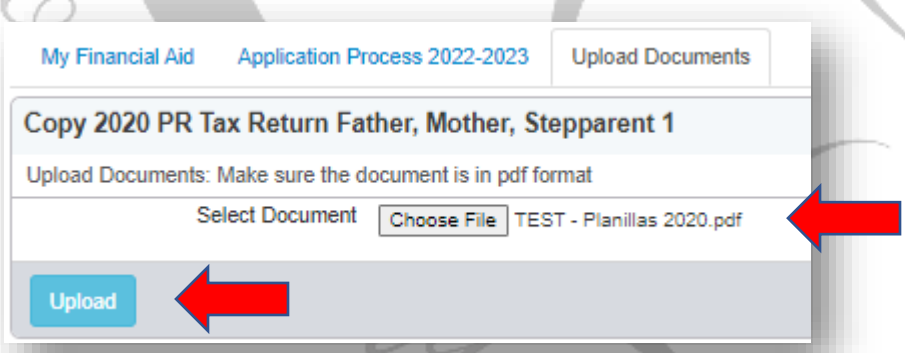
6. Usted tiene que asegurarse de presionar en el documento que va a subir:



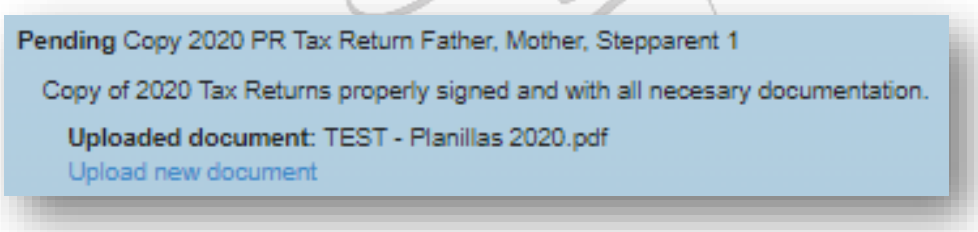
7. Se mostrará el Título del documento, presione ***Choose file*** para subir el documento:



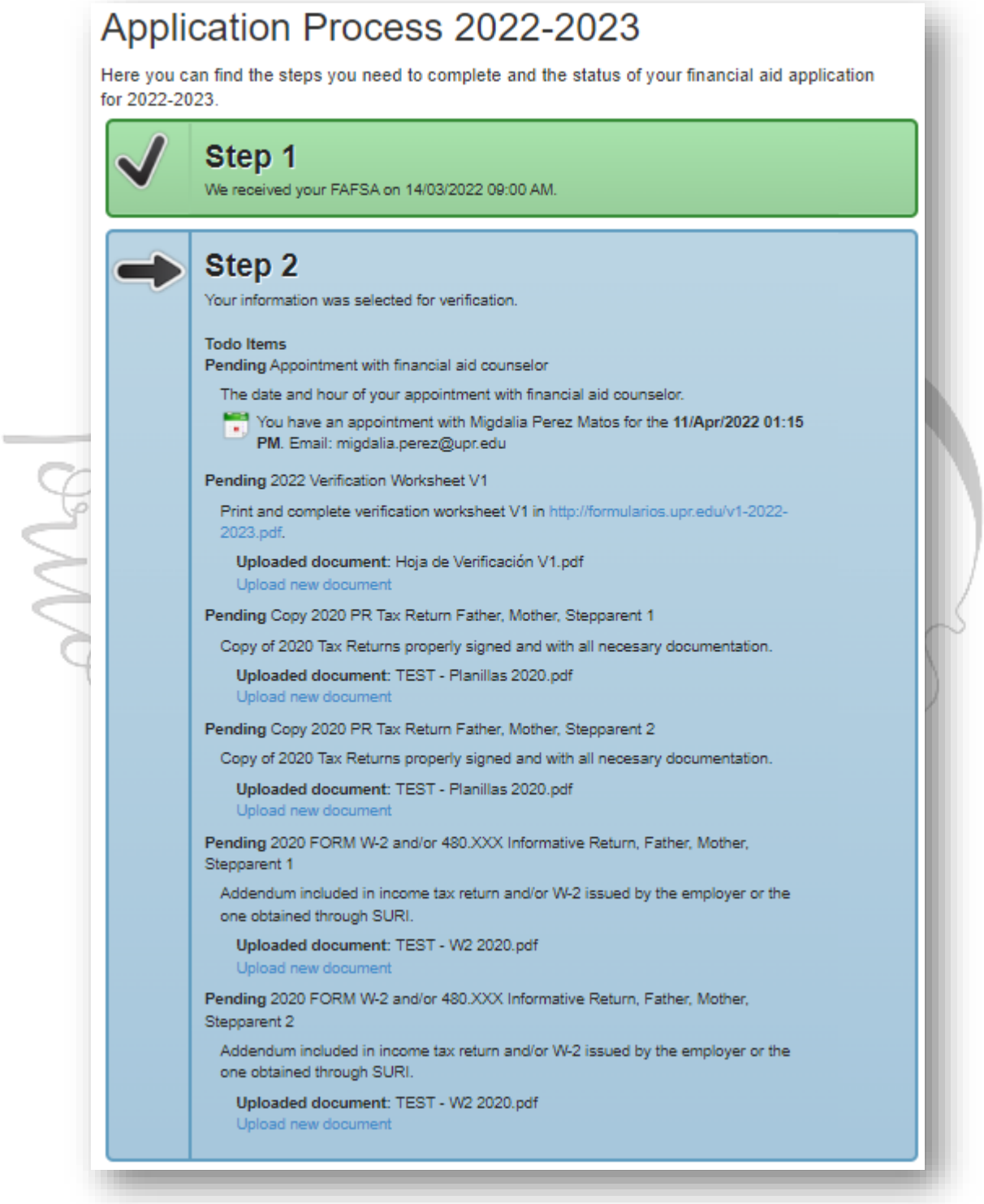
8. Al seleccionar el documento desde el archivo en que usted lo guardó, verá al lado de ***Choose file*** que fue seleccionado, porque se mostrará el nombre del documento que usted le dio al documento y el formato. **Presione *Upload* para subirlo**:



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 necesary 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 necesary 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