

University of Puerto Rico
Central Administration
Associate Vice Presidency in Student Affairs



**Universidad
de Puerto Rico**

**Financial Aid Application
Verification Process
University of Puerto Rico**

2025-2026 Academic Year

**Financial Aid Application Verification Process
2025-2026
University of Puerto Rico**

I. Title

This process will be known as the **Financial Aid Application Verification Process of the University of Puerto Rico for the 2025-2026 academic year.**

II. Preamble

The provisions contained in this document constitute the Financial Aid Application Verification Process of the University of Puerto Rico. This process complies with the requirements of the US Department of Education in *CFR 668.51-61: Subpart E – Verification and Updating of Student Aid Application Information* which establishes the guidelines that regulate the verification process of the information on the applications which are selected by the Central Processing System (CPS) of the US Department of Education.

III. Application and Scope

- A. This process will apply to all students of the University of Puerto Rico System.
- B. It shall apply to determine student participation in the Federal Title IV Financial Aid Programs and any other type of financial aid administered by the UPR Financial Aid Offices. Eligibility is subject to the financial need of the student, availability of funds, and rules established by the US Department of Education regarding the use of funds to defray study costs and *Lifetime Eligibility Used* (LEU).

IV. Definitions

A. Academic Year

Annual school period with precise starting and ending dates which will be set in each institutional unit in coordination with the central authorities of the university.
The school period does not include summer unless the curriculum officially approved by the authorities includes it.

B. Student Aid Index (SAI)

The SAI is a number which determines each student's eligibility for certain types of federal student aid. It is calculated using modified needs analysis formulas described in the Law. These formulas information that applicants provide on the FAFSA® and, in most cases, Federal Tax Information (FTI) that is retrieved directly from the Internal Revenue Service (IRS). The SAI is subtracted from the students COA to determine their financial need. There are three SAI formulas:

- SAI for Dependent Students
- SAI for Independent Students without dependents other than the spouse
- SAI for Independent Students with dependents other than the spouse

C. United States Department of Education

The US Department of Education, also known as ED, is a cabinet-level department of the United States Federal Government. It is administered and directed by the US Secretary of Education. Its mission is to promote high academic performance and the preparation of students for global competitiveness by fostering excellence in education and ensuring equal access.

D. Emancipated Students

All students who indicated that they are emancipated on the FAFSA must validate the emancipation by submitting a copy of the judicial concession. The regulations establish that emancipation must have been by judicial concession of a court in the state of residence of the minor. This must have been granted before completing the FAFSA. Emancipation cannot be by attorney (If you have an emancipation deed, **you cannot answer YES** to the emancipation question and **you do not qualify** to be considered an independent student under this criterion.) If emancipation occurs after filing the FAFSA, it will be considered for the next academic year.

E. Free Application for Federal Student Aid (FAFSA)

It is the form provided by the US Department of Education to apply for financial aid. It can be completed in printed form and then submitted to the *FAFSA Processing Systems* (FPS) or online at <https://studentaid.gov/h/apply-for-aid/fafsa>.

F. Institutional Student Information Report (ISIR)

The institutional information report is the document that CPS generates and sends to educational institutions after the information submitted on the FAFSA is processed. The ISIR contains the information that the applicant reported on the FAFSA which determines the SAI and includes the results of the matches made to the different federal databases.

G. US Department of Education Office of Inspector General

It is the office in charge of investigating fraud referrals.

H. Federal Student Aid Office

The Federal Student Aid Office is a part of the US Department of Education. It is the largest provider of student financial aid in the United States. Federal Student Aid provides financial aid for students in the form of grants, loans and work-study funds. This office is responsible for managing financial aid programs authorized under Title IV of the Higher Education Act of 1965.

I. Verification Process

It is the process by which some information that was reported on the FAFSA® is verified. The submission of documents to support the information provided on the FAFSA® is required. The verification process will be carried out on all applications selected by the CPS and/or Institution, according to the assigned verification group (V1, V4, V5).

J. Financial Aid Programs

Any source of funds destined to help undergraduate and graduate students financially to cover their study costs; this includes, but is not limited to, federal funds and other aid administered by the Institution.

K. Central Processing System (CPS)

System used by the US Department of Education to process the information submitted on the FAFSA®. CPS receives the data and matches it with other federal data bases, such as National Student Loan Data System (NSLDS), Internal Revenue Service (IRS) and Department of Homeland Security (DHS). It also determines if there is any situation and identifies the applications with a code (C) next to the SAI, calculates the SAI, identifies the cases selected for verification and sends the ISIR to the institutions.

L. FAFSA® Submission Summary (FSS)

It is the document that FPS generates and sends to students after the information submitted on the FAFSA® is processed. The FAFSA® Submission Summary (FSS) contains the SAI information and includes the results of the matches made to the different federal databases.

M. Federal Tax Information (FTI)

Federal Tax Information is data provided directly by the IRS with the student's approval (or in some cases that of the spouse.) The student can provide and administer his/her consent via his/her StudentAid.gov account.

N. Transference

Process by which a student who comes from another institution of higher education, licensed or accredited and duly recognized by the corresponding regulatory authority, is admitted to a unit of the UPR to continue studies.

O. Transfer Within UPR System

Process by which an undergraduate student (one who is **not** enrolled in an articulated transfer program) permanently moves from one institutional unit to another within the UPR system to continue studies. This does **not** apply to graduate students.

P. Institutional Unit

Each of the autonomous administrative and academic units of the university system

Q. University

It refers to the University of Puerto Rico System.

V. Verification Process

A. For each grant year, the Secretary of the US Department of Education will establish and announce the verification groups which will specify the information to be verified and the documents to be requested to complete the verification process (See Annex 1). The documents to be requested to validate the information according to the verification group assigned by the US Department of Education are the following:

Information on the FAFSA	Required documents to validate information of income mentioned:
<ul style="list-style-type: none"> • Adjusted gross income • Taxes paid • Untaxed Portion of Individual Retirement Account (IRA) Distributions • Untaxed Portions of Pensions • IRA Deductions • Tax Exempt Interest • Parents’ work income • Student work income 	<p>If filing Puerto Rico tax return:</p> <ol style="list-style-type: none"> 1. Tax return with its respective annexes and W-2 FORM for the year 2023 (provided by the employer). 2. 480.xxx FORM <p>If filing federal tax return:</p> <ol style="list-style-type: none"> 1. Tax return with its respective annexes and W-2 FORM for the year 2023 (provided by the employer). 2. IRS transcript <p>If a tax return is not filed:</p> <ol style="list-style-type: none"> 1. W-2 FORM (provided by the employer) or Letter from the employer for the year 2023 2. Model SC 6088 provided by the Puerto Rico Department of Treasury

Family nucleus	Institutional Verification Sheet signed
Educational Identity and Purpose	Institutional Verification Sheet with the text established by the US Department of Education. A valid (unexpired) government-issued photo ID must be presented.

B. For verification sheets (V4) Custom and (V5) Aggregate, in Parts III and IV Certification of Identity and Statement of Educational Purpose, the student must go to the Financial Aid Office in person and present a valid (unexpired) government-issued photo ID, for example: Driver’s License, Photo identification issued by the Department of Transportation and Public Works, or Passport and complete the certification with the text provided by the Education Department. If the student cannot attend in person, regulations establish that he/she will deliver the aforementioned annexes (notarized) to the Institution.

- C. The units of the UPR at the graduate and undergraduate level will verify one hundred percent (100%) of the following applications selected and identified by CPS:
- An asterisk (*) on the right side of the SAR next to the SAI. Example: SAI 125*
 - The Verification Flag field = Y {YES}.
- D. Under some circumstances, the University will request other documents to evidence additional information to those defined in the verification groups established by the US Secretary of Education. (See Annexes 2-4.)
- E. The applications selected for verification by the Institution will be identified with a *Hold* in the Institutional system.
- F. Students can complete the FAFSA as of December with the Income Tax Return for the taxable year and/or the non-taxable income for the year 2023. After the unit begins to receive requests from regular students who are identified for verification with the *verification flag* “Y” and/or *Hold* in the institutional system, a notification indicating the documents that must be submitted will be sent to each student via their account in the NEXT system portal.
- G. The regulations establish that the request will be corrected when there are discrepancies that exceed twenty-five dollars (\$25.00) and other non-economic elements. In accordance with the aforementioned regulations, any request selected for verification in which incorrect information is identified will be corrected according to the documentation submitted.
- H. The student will be advised of the lines on the FAFSA that contain incorrect information to which corrections must be made; these can be:
1. Correction(s) by the institution – The Financial Aid Officer will obtain a signed document authorizing corrections. If the SAI and scholarship eligibility change, the student will be able to see the change made through the portal.
 2. If the correction(s) is/are not made through any of the alternatives mentioned above, financial aid cannot be processed.
- I. Based on the announcement *General 23-118 – Puerto Rico and other US Territories Dual Tax Filers Reporting Income and Tax Information on the 2024-2025 FAFSA®*, students, parents and/or spouses may be requested to certify whether they filed income tax return in Puerto Rico for the year 2023. Since this information can affect eligibility, a certification will be requested from those taxpayers whose Institutional Student Information Record (ISIR) has an indicator which shows they filed a form 1040 income tax return.
- J. Institutional Student Information Record

If the information on the FAFSA is correct and the required documents are completed, the verification process will be considered complete. The documents must be submitted to the Financial Aid Officer electronically (using the “Upload document” tool of the NEXT portal). The student will have the option of signing Verification Sheets V4 and V5 in the presence of their Financial Aid officer or uploading the Verification Sheets (notarized) to the portal.

- K. Verification by Another UPR Unit

The verification process completed by the unit of origin of UPR System transfer students and students with special permits will be honored, provided that it is the same information in the ISIR and the data verified have not changed. If there are changes in the EFC, the information will be validated.

The unit of origin will complete the Verification Process Validation Sheet 2024-2025. (See Annex 5.) If the student is selected for verification after financial aid disbursements have been made, he/she is required to submit the documents before the next disbursements. If the necessary documentation is not submitted, payments will be canceled from the date the application was selected for verification and the student will have to refund the amount paid.

L. Exclusions to the verification process – There are special circumstances under which the verification process does not have to be completed. These are:

1. If the student passes away.
2. The student is only eligible for an unsubsidized loan.
3. A student who transfers and completed the verification process at the institution of origin.
4. The student is selected for verification after he/she discontinues studies at the institution.

M. Implications of not completing the verification process:

1. Financial aid will not be awarded (Pell, FSEOG, Federal Work Study (FWS), Direct Subsidized Loan, Scholarships or Institutional Aid, etc.)
2. The student will be responsible for paying tuition and have to bear the study costs of the academic year.

N. Deadlines to complete the verification process:

1. Each campus will disclose the deadlines to complete the verification process to the student community via electronic means.

O. Referrals Inspector General's Office for suspected fraud:

1. If a student's application is identified as having false information or the documents submitted have been falsified with the intention of receiving Federal aid, the Institution is required to refer it to the Office of the Inspector General.

P. This process is subject to review according to the changes established by the US Secretary of Education.

VI. Conflicting Information

A. All conflicting information must be resolved prior to the disbursement of financial aid.

B. Possible scenarios that may cause conflicting information will be evaluated:

1. Amended tax returns **not** reported to the Financial Aid Office.

2. Unreported goods.
3. A tax return was not filed even though the amount of income reported is greater than or equal to that required to file returns.
- 4.

VII. Special Circumstances

- A. There are unusual circumstances in which financial aid administrators might exercise their discretion. When considering a special circumstance, a professional judgment or dependency annulment can be exercised.
1. Professional Judgment – This alternative allows adjustments to the cost of study or FAFSA data that affect the EFC. It cannot be used to evade student eligibility requirements or the intent of the law or regulations.
 2. Dependency Cancellation – The regulation gives financial aid administrators the authority to make exceptions for the request of information about the parents. Some examples of situations that may justify a dependency change are:
 - i. Parental abandonment
 - ii. Abusive family environment that threatens the student's health or safety
 - iii. The student cannot locate his/her parents (document steps taken by student in an effort to locate them)
- B. Special Circumstances:
1. They must be evaluated case by case.
 2. Any conflicting information will be resolved; the FAFSA will be corrected; and then adjustments will be made.
 3. Documents to evidence the situation presented will be requested and retained. These must be requested from a third party who is not a relative.

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ANNEXES

**2025-2026 Verification Tracking Groups FAFSA®
Information Required to be Verified**

Verification tracking flag	Verification tracking group name	FAFSA information required to be verified
V1	Standard Verification Group	<p><i>Tax Filers:</i> • Adjusted Gross Income. • U.S. Income Tax Paid. • Untaxed Portions of IRA Distributions and Pensions. • IRA Deductions and Payments. • Tax Exempt Interest Income. • Education Tax Credits.</p> <p><i>Non-Tax Filers:</i> • Income Earned from Work.</p> <p><i>Tax Filers and Non-Tax Filers:</i> • Number of Household Members. • Number in College.</p>
V2	Reserved	N/A.
V3	Reserved	N/A.
V4	Custom Verification Group	• Identity/ Statement of Educational Purpose.
V5	Aggregate Verification Group	<p><i>Tax Filers:</i> • Adjusted Gross Income. • U.S. Income Tax Paid. • Untaxed Portions of IRA Distributions and Pensions. • IRA Deductions and Payments. • Tax Exempt Interest Income. • Education Tax Credits.</p> <p><i>Non-Tax Filers:</i> • Income Earned from Work.</p> <p><i>Tax Filers and Non-Tax Filers:</i> • Number of Household Members. • Number in College. • Identity/ Statement of Educational Purpose.</p>
V6	Reserved	N/A.

Documents required of dependent or independent students filing returns	
V1	Verification Sheet V1, Tax Return with its respective annexes and withholding statements {FORM W2 (provided by the employer) and/or FORM 480} for the year 2023.
V2, V3, V6	N/A Reserved
V4	Verification Sheet V4 (Part IV Statement of Educational Purpose must be signed in the presence of the Officer), valid Government issued ID (Driver’s license, Passport, or ID of the Department of Transportation and Public Works)
V5	Verification Sheet V5, (Part IX must be signed in the presence of the Officer), Tax Return with its respective annexes and withholding statements {FORM W2 (provided by the employer) and/or FORM 480} for the year 2023. Valid Government issued ID (Driver’s license, Passport or ID of the Department of Transportation and Public Works).

ISIRS received with <i>Comment Codes</i> related to <i>Veterans Affairs Status Match: #162, #173 or #180</i>	Form DD214.
Document required to validate the independent status of the students who answered <i>yes</i> to the following questions:	
Question 3: Are you currently married?	Marriage Certificate.
Question 5: Are you currently serving on active duty in the US Armed Forces for purposes other than training?	Military activation orders.
Question 5: Are you a veteran of the US Armed Forces?	Form DD214.
Question 5: Do you have children (1) or other legal dependents (2) (aside from your spouse) who live with you and to whom you currently provide more than half of their support and will continue to do so between July 1, 2025 and June 30, 2026?	(1) Birth Certificate (2) Letter as legal guardian, court document, Social Security, among other.
Question 5: At any time after you turned 13, did you become an orphan with both parents having passed away (biological or adoptive)?	Death Certificate
Question 5: At any time after you turned 13, were you a ward of the Court?	Certification of the Department of the Family or Guardianship of the Court, as applicable.
Question 5: At any time after you turned 13, were you in foster care?	Temporary custody, as applicable
Question 5: Are you or were you or an emancipated minor as determined by a Court located in the state in which you reside?	Judicial Concession
Question 5: As determined by a court located in the state in which you reside, are you or were you under the legal guardianship of someone other than your parents or stepparents?	Letter of legal guardianship.
Question 6: At any time as of July 1, 2024, did the director of an emergency shelter or transitional housing program financed by the United States Department of Housing and Urban Development determine that you were an unaccompanied homeless youth or that you were self-supporting and at risk of becoming homeless?	Certification of the Department of the Family.

<p>Question 6: At any time on or after July 1, 2024, did your high school or the liason between the school district and the homeless determine that you were an unaccompanied homeless youth or that you were self-supporting and at risk of becoming homeless?</p>	<p>Certification of the Department of the Family.</p>
<p>Question 6: At any time as of July 1, 2024, did the director of a transitional housing program or basic shelter for homeless or runaway youth determine that you were an unaccompanied homeless youth or that you were self-supporting and at risk of becoming homeless?</p>	<p>Certification of the Department of Housing.</p>
<p>Question 16: Did your father, mother or legal guardian pass away in the line of duty?</p>	<p>Evidence to validate the information is required.</p>



UNIT: _____

STANDARD VERIFICATION SHEET (V1) 2025-2026

Your Free Application for Federal Student Aid (FAFSA) was selected for verification by the United States Department of Education, which requires the University to verify that the information you and/or your parents provided on the application is correct. Before disbursing financial aid, the data on the FAFSA will be compared with the information provided on this check sheet and any other requested document. This form must be completed in black or blue ink, without smudging or erasing information.

Part I: Student Information		<input type="radio"/> Independent	<input type="radio"/> Dependent
Name: _____ Initial: _____ Surnames: _____			
Student Number _____		Institucional E-mail _____@ upr.edu	
Social Security Number: _____ - _____ - _____		Date of Birth: _____ / _____ / _____ Month Day Year	
Main Telephone Number: (____) _____ - _____		Secondary Telephone Number: (____) _____ - _____	

Part II: FAMILY COMPOSITION		
<p>Independent Students: How many people make up your household? Include the following people in your response:</p> <ul style="list-style-type: none"> yourself (and your spouse); your children (even if they do not live with you), if you give them more than half of their support between July 1, 2025 and June 30, 2026 and also others who currently live with you, if you provide more than half of their support to them and will continue to do so from July 1, 2025 through June 30, 2026. 	<p>Dependent Students: How many people are in your parents' household? Include the following people in your response:</p> <ul style="list-style-type: none"> yourself, even if you do not live with your parents; your parents; your parents' other children (even if they don't live with them), if the parents will give them more than half of their support between July 1, 2025 and June 30, 2026 Others who currently live with your parents, if your parents give them more than half of their support and will continue to do so from July 1, 2025 through June 30, 2026. 	
Full Name	Age	Relationship to Student

If you need additional space, write on a separate blank sheet of paper and return it with this form.

"The University of Puerto Rico prohibits all discrimination in education, employment, and in the provision of services for reasons of race, color, sex, birth, age, origin or social condition, ancestry, marital status, religious or political ideas or beliefs, gender, sexual preference, nationality, ethnic origin, veteran status of the Armed Forces, or physical disability."

Part III: Financial Information	
Student / Spouse	Parent(s)
<input type="radio"/> A copy/Copies of the Puerto Rico Income Tax Return(s) for 2023 is/are included.	<input type="radio"/> A copy/Copies of the Puerto Rico Income Tax Return(s) for 2023 is/are included.
<input type="radio"/> An IRS Tax Return Transcript or a signed copy of the 2023 Income Tax Return is included, in the event that financial information was <u>not</u> found.	<input type="radio"/> An IRS Tax Return Transcript or a signed copy of the 2023 Income Tax Return is included, in the event that financial information was <u>not</u> found.
<input type="radio"/> I/We had income from wages in 2023 , but I/we are <u>not</u> required to file a return. Employer: _____ Income: \$ _____ _____ \$ _____ _____ \$ _____	<input type="radio"/> I/We had income from wages in 2023 , but I/we are <u>not</u> required to file a return. Employer: _____ Income: \$ _____ _____ \$ _____ _____ \$ _____
<input type="radio"/> I/We did not have income from wages in 2023 and I/ we are under no obligation to file returns. Model SC 6088 and/or <i>Verification of Nonfiling Letter</i> dated as of October 1, 2024 is included.	<input type="radio"/> I/We did not have income from wages in 2023 and I/ we are under no obligation to file returns. Model SC 6088 and/or <i>Verification of Nonfiling Letter</i> dated as of October 1, 2024 is included.

Part IV: Information of other income not of wages reported in the return (annual amount)		
If you have <u>not</u> received income for each item detailed in the following table, you must write <u>0</u> (Do not leave blank.)		
Parents	Year 2023	Student and/or Spouse
\$	Untaxed Pensions and/or Untaxed Portion of IRA	\$
\$	Untaxed Portion of Pensions	\$
\$	IRA Deductions and Payments	\$
\$	Tax Exempt Interest Income	\$

Part V: Authorization to correct the Scholarship

Do I authorize my Financial aid Officer to correct any errors on my Pell Grant application? Yes No

Part VI: Certification

I/We certify that this application has been reviewed by me/us and to the best of my/our information and belief it is true, correct and complete. I/We have no objection to its being verified and I/we accept the sanctions that the University of Puerto Rico deems appropriate to impose on me/us if it is discovered that it is fraudulent. "The parties agree that this document can be signed electronically. The parties agree that the electronic signatures that appear in this document are as valid as if it/they were handwritten for the purposes of validity, obligation, consent, applicability and admissibility."

Student Name: _____ Student Number: _____ - _____ - _____

Student Signature: _____ Date: _____ / _____ / _____

Parent Signature: _____ Date: _____ / _____ / _____



UNIT: _____

**CUSTOM
VERIFICATION SHEET (V4) 2025-2026**

Your Free Application for Federal Student Aid (FAFSA) was selected for verification by the United States Department of Education, which requires the University to verify that the information you and/or your parents provided on the application is correct. Before disbursing financial aid, the data on the FAFSA will be compared with the information provided on this verification sheet and any other requested document. This form must be completed in black or blue ink, without smudging or erasing information.

PART I: STUDENT INFORMATION	<input checked="" type="radio"/> INDEPENDENT	DEPENDENT
Name: _____ Initial: _____ Surnames: _____		
Student Number: _____ - _____ - _____ Institutional E-mail: _____@upr.edu		
Social Security Number: _____ - _____ - _____ Date of Birth: _____/_____/_____		
<div style="display: flex; justify-content: space-around; width: 100%;"> Month Day Year </div>		
Main Telephone Number: (____) _____ - _____ Secondary Telephone Number: (____) _____ - _____		

PART II: IDENTIFICATION DOCUMENT

It is mandatory to provide a copy of valid identification issued by a government agency. In addition, you are required to present the original document at the time of completing your verification process at the Financial Aid Office.

Identification Document	Expiration Date	Identification Number
<input type="radio"/> Driver's License		
<input type="radio"/> Passport		
<input type="radio"/> Identification Department of Transportation and Public Works		
<input type="radio"/> Other: _____		

_____ Financial Aid Officer Signature	_____/_____/_____ Date
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PART III: STATEMENT OF EDUCATIONAL PURPOSE (TO BE SIGNED IN THE PRESENCE OF THE FINANCIAL AID OFFICER)

The student must appear in person at _____ to verify identity by presenting a valid
Name of Post-secondary Educational Institution

government-issued photo identification (ID) that has not expired, such as a driver's license, other state-issued identification, or passport, among other. The institution will keep a copy of the student's photo identification, which will include the date it was received and reviewed, and the name of the institution official authorized to receive and review student identification.

In addition, the student must sign, in the presence of the institution official, the Statement of Educational Purpose provided below.

STATEMENT OF EDUCATIONAL PURPOSE

I certify that I, _____ am the individual signing this Statement of Educational Purpose and that
Student Name

any federal student financial aid that I may receive will only be used for educational purposes and to pay the cost of attending the

University of Puerto Rico at _____ for the 2025-2026 Academic Year.
Name of Post-secondary Educational Institution

_____/_____/_____
Student Name Date

_____-_____-_____
Student Number

PART IV: AUTHORIZATION

Do you authorize your Financial Aid Officer to correct any errors on your Pell Grant application? Yes No

PART V: CERTIFICATION

I /We certify that this application has been reviewed by me/us and that to the best of my/our information and belief it is true, correct and complete. I/We have no objection to its being investigated and accept the sanctions that the University of Puerto Rico deems appropriate to impose on me/us if it is discovered that it is fraudulent. "The parties agree that this document can be signed electronically. The parties agree that the electronic signatures that appear in this document are as valid as if they were handwritten for the purposes of validity, obligation, consent, applicability and admissibility."

Student Name: _____ Student Number: _____-_____-_____

Student Signature: _____ Date: _____/_____/_____

Parent Signature: _____ Date: _____/_____/_____



Financial Aid Office

UNIT: _____

AGGREGATE VERIFICATION SHEET (V5) 2025-2026

Your Free Application for Federal Student Aid (FAFSA) was selected for verification by the United States Department of Education, which requires the University to verify that the information you and/or your parents provided on the application is correct. Before disbursing financial aid, the data on the FAFSA will be compared with the information provided on this verification sheet and any other requested document. This form must be completed in black or blue ink, without smudging or erasing information.

Part I: STUDENT INFORMATION	<input type="radio"/> INDEPENDENT <input type="radio"/> DEPENDENT
Name: _____ Initial: _____ Surnames: _____	
Student Number _____ Institutional E-mail _____ @ upr.edu	
Social Security Number: _____ - _____ - _____ Birthdate: _____ / _____ / _____ <div style="text-align: center; font-size: small;">Month Day Year</div>	
Main Telephone Number: (____) _____ - _____ Secondary Telephone Number: (____) _____ - _____	

Part II FAMILY COMPOSITION

<p>Independent Students: How many people make up your household? Include the following people in your response:</p> <ul style="list-style-type: none"> • yourself (and your spouse); • your children (even if they do not live with you), if you will provide more than half of their support from July 1, 2025 through June 30, 2026 and also • others who currently live with you, if you provide more than half of their support and will continue to do so from July 1, 2025 through June 30, 2026. 	<p>How many people are in your parents' household? Include the following people in your response:</p> <ul style="list-style-type: none"> • yourself, even if you do not live with your parents; • your parents; • your parents' other children (even if they do not live with them), if your parents will provide more than half of their support from July 1, 2025 through June 30, 2026 or • Others who currently live with your parents, if your parents provide more than half of their support and will continue to do so from July 1, 2025 through June 30, 2026.
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Full Name	Age	Relationship to Student

If you need additional space, write on a separate blank sheet of paper and return it with this form.

"The University of Puerto Rico prohibits all discrimination in education, employment, and in the provision of services for reasons of race, color, sex, birth, age, origin or social condition, ancestry, marital status, religious or political ideas or beliefs, gender, sexual preference, nationality, ethnic origin, veteran status of the Armed Forces, or physical disability."

Part III: Financial Information	
Student / Spouse	Parent(s)
<input type="radio"/> A copy/copies of the Puerto Rico Income Tax Return(s) for 2023 is/are included.	<input type="radio"/> A copy/copies of the Puerto Rico Income Tax Return(s) for 2023 is/are included.
<input type="radio"/> An IRS Tax Return Transcript or a signed copy of the 2023 Income Tax Return is included in the event financial information was not found.	<input type="radio"/> An IRS Tax Return Transcript or a signed copy of the 2023 Income Tax Return is included in the event financial information was not found.
<input type="radio"/> We had income from wages in 2023 , but we are under no obligation to file returns. Employer: _____ Income: \$ _____ _____ \$ _____	<input type="radio"/> We had income from wages in 2023 , but we are under no obligation to file returns. Employer: _____ Income: \$ _____ _____ \$ _____
<input type="radio"/> I/We did <u>not</u> have income from wages in 2023 and I/we are <u>not</u> required to file returns. Model SC 6088 and/or <i>Verification of Non Filing Letter</i> dated as of October 1, 2024 is/are included.	<input type="radio"/> I/We did <u>not</u> have income from wages in 2023 and I/we are <u>not</u> required to file returns. Model SC 6088 and/or <i>Verification of Non Filing Letter</i> dated as of October 1, 2024 is/are included.

Part IV: INFORMATION OF OTHER INCOME NOT OF WAGES REPORTED IN THE RETURN (ANNUAL AMOUNT)		
If you did <u>not</u> receive income for any of the items listed in the following table, you must write <u>0</u> . (Do <u>not</u> leave blank.)		
Parent(s)	Year 2023	Student and/or Spouse
\$	Untaxed Pensions and/or Untaxed Portion of IRA	\$
\$	Untaxed Portion of Pensions	\$
\$	IRA Deductions and Payments	\$
\$	Tax Exempt Interest Income	\$

Part V: IDENTIFICATION DOCUMENT		
It is mandatory to submit a copy of valid identification issued by a government agency. In addition, you will be required to present the original document when you complete your verification process at the Financial Aid Office.		
Identification Document	Expiration Date	Identification Number
<input type="radio"/> Driver's License		
<input type="radio"/> Passport		
<input type="radio"/> Identification Department of Transportation and Public Works		
<input type="radio"/> Other: _____		
_____		_____
Financial Aid Representative Signature		Date

Part III: STATEMENT OF EDUCATIONAL PURPOSE (TO BE SIGNED IN THE PRESENCE OF THE FINANCIAL AID OFFICER)

The student must appear in person at _____ to verify identity by presenting an unexpired
Name of Post-secondary Educational Institution

valid government-issued photo identification (ID) such as a driver's license, other state-issued identification, or passport, among other. The institution will maintain a copy of the student's photo identification that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review student identification.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

STATEMENT OF EDUCATIONAL PURPOSE

I certify that I, _____ am the individual signing this Statement of Educational Purpose and that
Student Name

the Federal student financial assistance that I may receive will only be used for educational purposes and to pay the cost of attending the

University of Puerto Rico at _____ for the 2025-2026 Academic Year.
Name of Post-secondary Educational Institution

_____/_____/_____

Student Signature

Date

_____-_____-_____
Student Number

PART IV: AUTHORIZATION

Do you authorize your Financial Aid Officer to correct any errors on your Pell Grant application?

Yes No

PART V: CERTIFICATION

I /We certify that this application has been reviewed by me/us and that to the best of my/our knowledge and belief it is true, correct and complete. I/We have no objection to its being verified and accept the sanctions that the University of Puerto Rico deems appropriate to impose on me/us if it is discovered that it is fraudulent. "The parties agree that this document can be signed electronically. The parties agree that the electronic signatures that appear in this document are as valid as if it/they were handwritten for the purposes of validity, obligation, consent, applicability and admissibility."

Student Name: _____

Student Number: _____-_____-_____

Student Signature: _____

Date: _____/_____/_____

Parent Signature: _____

Date: _____/_____/_____



Financial Aid Office
Associate Vice Presidency in Student Affairs

Directors and Financial Aid Staff University of Puerto Rico

Procedure Validation Sheet Verification Process

In the document **Process of Verification of Applications for Financial Aid University of Puerto Rico**, Section 1-Subsection M establishes that:

Transfer students and students with special permits of the UPR System who completed the verification process in their unit of origin will be honored with the verification process carried out by the Institution of origin, **provided that it is the same information in the ISIR and that the data verified have not changed.**

In order to comply with this statement, the eleven Financial Aid Offices of the UPR System will adopt the following procedure:

1. Students who are admitted for the second semester of an academic year through a transfer or special permit to another unit of the system will request the Financial Aid Office of their unit of origin to complete the form *Validation Sheet Verification Process*.
2. The Officer will attach a copy of the *To Do Items* screen of the NEXT portal to the *Validation Sheet Verification Process*.
3. The student must include the code of the unit he/she will attend.
4. If the student was not selected for verification and when making a unit change arrives with a transaction that is for validation, the originating unit will complete the second box indicated for those not verified and include the ISIR process date found in the FPS detail in NEXT.



Universidad de Puerto Rico

Financial Aid Office

UNIT: _____

VERIFICATION PROCESS VALIDATION SHEET 2025-2026

This form will be known as VERIFICATION PROCESS VALIDATION SHEET. It will be used as evidence that the Verification Process was processed on students transferring during the Second Semester of an academic year and that their Free Application for Federal Student Aid (FAFSA) was selected by the US Department of Education for verification. Part II of this form must be signed by a Financial Aid Officer once it is completed. A copy of the TO DO's screen of the NEXT portal will be included with this document.

PART I: STUDENT INFORMATION	
Independent	Dependent
Name: _____ Initial: _____ Surnames: _____	
Student Number: _____ - _____ - _____ Institutional E-mail _____@ upr.edu	
Social Security Number: _____ - _____ - _____	Date of Birth: _____ / _____ / _____ Month Day Year
Main Telephone Number: (_____) _____ - _____ Secondary Telephone Number: (_____) _____ - _____	

PART II: VALIDATION OF VERIFICATION PROCESSES OR REFUSAL OF VALIDATION

[] For the first semester of the 2025 – 2026 Academic Year, the Verification Process of the student mentioned in PART I of this form was carried out at the UPR- _____ Campus. A copy of the TO DO ITEMS screen is attached to this document as evidence of the documents the student submitted as part of this process. Transaction number _____ of the ISIR with the SAI = _____, which contains the information used by Financial Aid Officer _____ when validating the request at the aforementioned campus. The student was paid the amount of \$ _____.

[] For the first semester of the 2025 – 2026 Academic Year the student mentioned in PART I of this form was **not** selected for verification at the UPR- _____ Campus. The student was paid the amount of \$ _____ with the transaction number _____ of the ISIR and the SAI= _____. The ISIR process date was _____.

“The parties agree that this document can be signed electronically. The parties agree that the electronic signatures that appear in this document are as valid as if it were signed in handwriting for the purposes of validity, obligation, consent, applicability and admissibility.”

Name and Signature of the Financial Aid Representative

Date the Validation Sheet Was Completed



Financial Aid Office

UNIT: _____

UNUSUAL ENROLLMENT HISTORY

According to the information submitted on the FAFSA®, your history of financial aid shows that you have enrolled in different postsecondary institutions. This is known as *Unusual Enrollment History (UEH)*. The United States Department of Education has established policies to avoid fraud and abuse in Financial Aid Programs for which it is identifying students who have an unusual enrollment history. Some students who show an unusual enrollment history have reasons for enrolling in different institutions, so their history must be verified before receiving financial aid. This form must be completed in black or blue ink without smudging or erasing information.

PART I: STUDENT INFORMATION

Name: _____ Initial: _____ Surnames: _____

Student Number: _____ Social Security Number: _____

Institutional E-mail: _____@upr.edu Birthdate: _____ / _____ / _____
Month Day Year

Main Telephone Number: (_____) _____ - _____ Secondary Telephone Number: (_____) _____ - _____

PART II: EDUCATIONAL INSTITUTION INFORMATION

Include credit transcripts from each institution.

Academic Year	Educational Institution	Date of Enrollment	Credits Enrolled	Credits Approved

If you approved credits in the educational institutions listed above, additional information is not required and you qualify to continue receiving financial aid. To maintain eligibility for financial aid programs, you must comply with Board of Trustees Certification No. 55 (2015-2016) and its amendments: *Academic Eligibility Rules for Participation in Financial Aid Programs of the University of Puerto Rico*.

If you did not approve credits in the educational institutions in which you enrolled, you must submit a certification detailing the reasons why you did not approve the credits in the educational institutions in which you were enrolled.

"The University of Puerto Rico prohibits all discrimination in education, employment, and in the provision of services for reasons of race, color, sex, birth, age, origin or social condition, ancestry, marital status, religious or political ideas or beliefs, gender, sexual preference, nationality, ethnic origin, veteran status of the Armed Forces, or physical disability."

