



PASOS PARA SUBIR UN DOCUMENTO AL PORTAL NEXT

1. Acceda a portal.upr.edu

NOTA: Debe acceder con su correo electrónico institucional (@upr.edu)

Welcome...

Email

Password

Forgot Password?

2. Seleccione el icono **My Financial Aid**.



3. En la Pestaña **Application Process 2023-2024** oprima **View Status**.

My Financial Aid Application Process 2023-2024 College Financing Plan 2022 - 2023

Dashboard

Application Process 2023 - 2024

The application process for financial aid for the 2023-2024 Academic Year is now available. Remember to check often the status of your application and other requ through the application process in step 2.

View status

4. Verá los pasos a seguir.
En el Paso 2 le indicará los documentos solicitados, la fecha límite para subir los documentos al Portal y el periodo en que se puede comunicar a través de Microsoft Teams con su Oficial de Asistencia Económica para consulta.

Step 1

We received your FAFSA on 10/04/2023 07:03 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 17/Apr/2023 10:15 AM.

Pending 2023 Verification Worksheet V1

Print and complete verification worksheet V1 in <http://formularios.upr.edu/v1-2023-2024.pdf>.

Select the document to upload

Pending Copy 2021 PR Tax Return

Copy of 2021 Tax Returns properly signed and with all necessary documentation.

Select the document to upload

Pending 2021 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

Step 3

Once you complete the pending actions, your application will be reviewed. Please check back to view the status of your application.

5. En cada uno de los documentos solicitados marque **Select the document to upload** para subir el documento correspondiente.

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Pending Copy 2021 PR Tax Return

Copy of 2021 Tax Returns properly signed and with all necessary documentation.

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Select the document to upload

6. Marque **Choose File** para buscar en su computadora el documento que desea insertar.
*Solo se aceptan documentos en formato PDF o foto.

Luego de seleccionar el documento oprima **Upload**.
Siga los mismos pasos para todos los documentos requeridos.

My Financial Aid Application Process 2023-2024 Upload Documents

2021 FORM W-2 and/or 480.XXX Informative Return

Upload Documents: Make sure the document is in pdf format

Select Document Choose File No file chosen

Upload

7. Una vez que el documento haya subido al Portal, la pantalla le indicará **Uploaded Document: y su respectivo título**. Si desea sustituir el documento, puede oprimir **Upload New Document**.

*El último documento que haya subido es el que su Oficial de Asistencia Económica recibirá.

Pending 2021 Verification Worksheet V1

Print and complete verification worksheet V1 in <http://formularios.upr.edu/v1-2021-2022.pdf>.

Uploaded document: v1-2021-2022.pdf

Upload new document