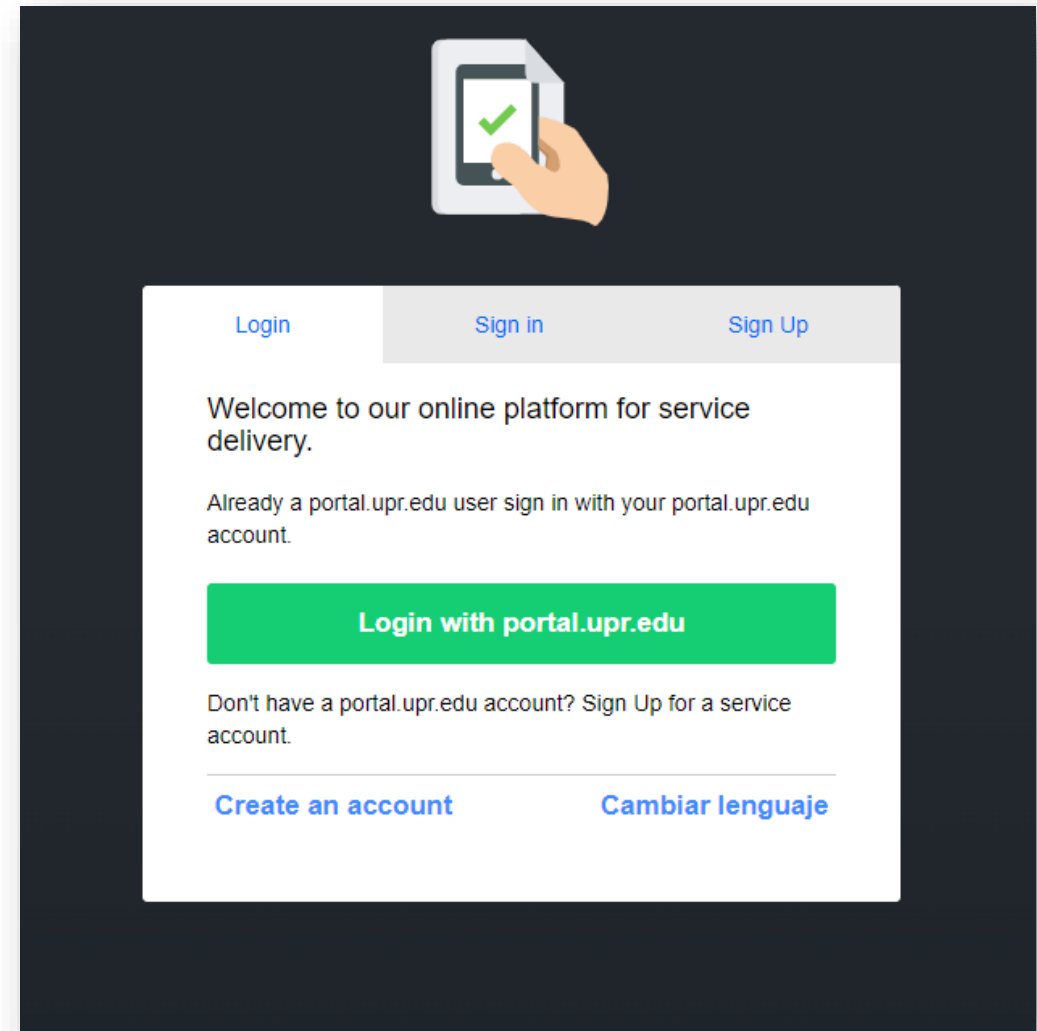


How To: Obtain Active Student Certification

Step 1

- ▶ Go to <https://services.portal.upr.edu/>
- ▶ Log in with your UPR account



The screenshot shows a web application interface with a dark header bar containing a checkmark icon and the word "SERVICES". Below the header is a navigation bar with buttons for "My Requests", "Locations", "Services", and "Sign Out". The main content area is titled "Select a location" and includes a sub-header: "Each Campus or location provide different services. To request a service from a campus make sure you select the correct location here." There are two location options listed: "RUM" (UPR - Recinto Universitario de Mayaguez) and "UPRA" (UPR - Arecibo), each with a "Select" link.

SERVICES

Home Settings **My Requests** Locations Services Sign Out

Select a location

Each Campus or location provide different services. To request a service from a campus make sure you select the correct location here.

- RUM**
UPR - Recinto Universitario de Mayaguez
[Select](#)
- UPRA**
UPR - Arecibo
[Select](#)

Step 2

- ▶ Select the Campus/Location you wish to order a transcript from
 - ▶ For a transcript from UPRM select “RUM”.

Step 3


- ▶ Look for “Solicitud Certificacion Estudiante Regular (Estudiante Activo)” under Services UPRM
 - ▶ Click “Start Request”
 - ▶ Certification cost \$5.00 each

The screenshot shows a web interface for 'SERVICES'. At the top, there is a navigation bar with a home icon, a gear icon, and a 'My Requests' button. Below this, there are tabs for 'Locations', 'Services', and 'Sign Out'. The main content area is titled 'Services RUM' and lists three services, each with a document icon, a title, price, location, and a 'Start Request' link.

Service Name	Price	Location	Action
Transcripción de Créditos/Academic Transcript Digital	\$5.00	RUM	Start Request
Solicitud Certificación Estudiante Regular (Estudiante Activo)	\$5.00	RUM	Start Request
Solicitud de Graduación - TARDÍA	\$120.00	RUM	Start Request

Step 4

Fill in with your information and Submit

 **SERVICES**

[Home](#) [Settings](#) [Return](#) [Sign Out](#)

Solicitud Certificación Estudiante Regular (Estudiante Activo)
Price: \$5.00 Location: RUM

Nombre Completo *

Número de Estudiante *

Correo Electrónico a Enviarse *

Idioma de Preferencia *
 Inglés
 Español

Semestre Académico *
 Segundo Semestre 2021-2022 (enero - mayo) Nota: SE EMITEN A PARTIR DEL PRIMER DIA CLASES (20 DE ENERO DE 2022)
 Primer Semestre 2021-2022 (agosto - diciembre)

Submit * Required Fields

Client: [REDACTED]

Account: [REDACTED]

Email Address: [REDACTED]

Amount: \$120.00

1 Payment Method

2 Payment Review

3 Payment Receipt

 Cards Quick Payment ACH

Card Number

Address

Expiration Date

Address 2

Name on Card

City

State

Zip Code

Phone

 - -

CANCEL

CONTINUE

[Return Policy](#)

7.4.0.2

Step 5

- ▶ Continue to Payment
- ▶ Make sure you receive a receipt via your UPR email

If you have
any questions
regarding
certification,
please
contact:

registro@uprm.edu