COVID-19 FAQ’s

New Students:

How do I submit my FAFSA and TAP application?
The FAFSA (Free Application for Federal Student Aid) can be submitted by submitting an application through studentaid.gov. Please go to File my FAFSA and TAP Now and follow the steps to complete your FAFSA and TAP applications.

I submitted my FAFSA where is my offer letter?
You can access your offer letter by logging into CUNYFirst then click on Student Center. In the Finances menu click the “View Financial Aid” link. On the “Select Aid Year to View” page, you may see listings for multiple colleges. Click the Aid Year link for New York City College of Technology.

What is the deadline to complete my FAFSA?
The Financial Aid office has an early deadline of March 1, 2020 for the Fall 2020-2021 academic year. If you have not submitted your FAFSA, it’s not too late! Please complete the FAFSA as soon as possible and don’t forget to add City tech to your list of colleges.

How can I submit my financial aid documents?
You can upload your documents by clicking here Upload my Documents and following the directions on CUNYFirst.

Make sure to read your To do list on CUNYFirst to see what specific documents we need to resolve your verification. Here is a list of some of the items you may need.

If you are selected for verification for the 2020-2021 award year make sure you have:
1. 2020-2021 Verification Worksheet
2. ISIR Correction Worksheet
3. 2018 Federal taxes returns signed by parents if you are a dependent student as well as 2018 Federal taxes signed by student if you are an independent student. If you are a dependent student and have filed taxes, we will also need a copy of your tax returns.

You can download the forms on our website by clicking on Downloadable Forms and tabbing to the the 2020-2021 column.

If you need to submit proof of citizenship, please provide one of the following documents:
1. US Passport
2. Certificate of Naturalization
3. Birth certificate (if born in the United States)

Please refer to your CUNY “To Do List” in your CUNYFirst Student Center and make sure to resolve any financial aid items.

How can I go back into my FAFSA and use the IRS data retrieval tool?
Please click on [How do I use the IRS Data Retrieval Took (DRT) if I've already submitted my FAFSA form?](#)

Where can I find more information about other sources of financial aid?
You may visit the scholarship website at [Scholarship and Residency](#) for a list of scholarships.
Also feel free to email scholarshipsvcs@citytech.cuny.edu

**How can I apply for a Direct loan for 2020-21?**

The 2020-21 Direct loan form on CUNYfirst is not available yet. As soon as it becomes available, we will update our website with complete instructions.

**How do I learn CUNYFirst?**
Please visit [Guide to CUNYFirst](#) for more information on how to navigate CUNYFirst. You will find useful information on how to View your offer letter as well as any outstanding documents you need to submit to our office.

**Continuing Students:**

How can I submit my financial aid documents?
You can upload your documents by clicking here [Upload my Documents](#) and following the directions on CUNYFirst

Make sure to read your To do list on CUNYfirst to see what specific documents we need to resolve your verification. Here is a list of some of the items you may need.

If you are selected for verification for the 2020-2021 award year:

1. 2020-2021 Verification Worksheet
2. ISIR Correction Worksheet
3. 2018 Federal taxes returns signed by parents if you are a dependent student as well as 2018 Federal taxes signed by student if you are an independent student. If you are a dependent student and have filed taxes, we will also need a copy of your tax returns.

You can download the forms on our website by clicking on [Downloadable Forms](#) and tabbing to the appropriate academic year. If you are currently enrolled in the Spring semester and you are submitting documentation for the 2019-2020 award year, please submit 2017 taxes and provide forms for the 2019-2020 award year under [Downloadable Forms](#)

If you need to submit proof of citizenship, please provide one of the following documents:

1. US Passport
2. Certificate of Naturalization
3. Birth certificate (if born in the United States)

Please refer to your CUNY “To Do List” in your CUNYFirst Student Center and make sure to resolve any financial aid items.
How can I go back into my FAFSA and use the IRS data retrieval tool? 
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**Federal Work Study:**

Will I continue to receive my federal work study payment if I am not working? 
A student will continue to receive payment once they meet the following:

1. If a student is unable to continue their FWS job due to closure, they will continue to get paid for as long as the closure persists, based on their scheduled FWS hours.
2. If the FWS job location is indefinitely closed, student will be paid for as long as the closure persists, based on their scheduled FWS hours.
3. If a student is unable to continue their FWS job due to being quarantined or incapacitated due to COVID-19 illness, they will continue to get paid for as long as the condition persists, based on their scheduled FWS hours.

Please contact the Federal Work Study coordinator Ms. Hall at [HHall@citytech.cuny.edu](mailto:HHall@citytech.cuny.edu) for any questions.

**Note:** All Federal Work Study placement for the remaining spring 2020 semester has been discontinued due to COVID-19.

Where is my refund? 
Students will receive a refund if both FAFSA and TAP are submitted, and you have no outstanding checklist items in your “To do List”. You may check your CUNYFirst account to see if you received a refund by logging in and navigating to Student Center. Once in click on [Finances](#) and click on the [Account Activity](#) link from the drop-down menu. The Account activity page will display activity occurring in your account for the academic year. If your refund has been issued and you have not received it, please contact the Business Office at 718-473-8900.

Where is my TAP? 
If your TAP award has not been applied, please check and make sure you have our school code listed on your application. If you need to make a correction log back into your application at [Correct my TAP application](#) and add City Tech school code 1405. You must also be a full-time student (12 or more credits) to receive TAP. The credits must count towards your major.

**Withdrawing from classes:**

What happens if I withdraw from one class and I am a full-time student? 
If you withdraw from one class, your Federal financial aid will not be affected however your TAP may be affected next semester if you are a full-time student. Please email the Tap office at [TAPinfo@citytech.cuny.edu](mailto:TAPinfo@citytech.cuny.edu) in regards to how it can affect you.
What happens if I withdraw from all of my classes?
If you withdrew from all of your classes prior to 3/12/2020 and you received federal financial aid, a notification via CUNYfirst email will inform you of your eligibility.

If you withdraw from all of your classes as of 3/12/2020, we are required to calculate your eligibility based on the number of days you attended the semester. For now we are awaiting further guidance regarding eligibility from the Department of Education on how to proceed.

**Direct Loans:**

What happens with my loan if I withdraw from some classes, but remain in at least 6 credits?

If your loan was applied prior to 3/12/2020, you will not be penalized, and your loan award will not have been changed.

I have a balance; how do I apply for a loan?
You can apply for a Direct loan if you have a completed FAFSA on file and have cleared all items on your “To do List”. For more information on how to apply please follow these steps [Apply for Direct Loan](#).

**Important:** The deadline to submit a Direct Loan application for the Spring 2020 semester is May 7th.

**Please Note:** All borrowers with federally held student loans will automatically have their interest rates set to 0% for a period of at least 60 days. In addition, each of these borrowers will have the option to suspend their payments for at least two months to allow them greater flexibility during the national emergency. This will allow borrowers to temporarily stop their payments without worrying about accruing interest.

Visit [StudentAid.gov/coronavirus](https://www.StudentAid.gov/coronavirus) for forthcoming details.

**Contact Us:**

I would like to speak to a Financial Aid counselor, how can I get in touch?

You can call our office at 718-260-5700 and leave a message. A representative will contact you within 48 hours to return your call. You may also email us at financialaid@citytech.cuny.edu