



NEW YORK CITY COLLEGE OF TECHNOLOGY

THE CITY UNIVERSITY OF NEW YORK

300 JAY STREET, BROOKLYN, NY 11201-1909

OFFICE OF FINANCIAL AID

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First-time Applicants and Continuing Students

HOW TO APPLY FOR FINANCIAL AID: 2016-2017 AWARD YEAR (SUMMER 2016, FALL 2016 AND SPRING 2017)

STEP ONE: ACCESS THE FAFSA AT WWW.FAFSA.GOV

- Use your FSA ID to complete and sign your FAFSA.
- If you do not have a FSA ID, you can create one at www.fsaid.ed.gov.
- One parent (dependent students) should request a FSA ID to sign the FAFSA. Otherwise, you must print the "Signature Page" for your parents to sign and mail.
- Choose "**Start a new FAFSA**" or "**Login**", and **select 2016-2017** from the application choices.
- Gather your and your parents' year 2015 financial and income documents (federal and NYS tax returns, W-2 statements, bank statements, and other documents.)

STEP TWO: COMPLETE THE FAFSA

- **Complete the income section with year 2015 income by selecting the IRS Data Retrieval tool if you or your parents (dependent students) are tax filers and meet the criteria to select this tool.**
- Make sure you complete the household size and number in college.
- Type City Tech's federal college code: 002696.
- Print a copy of your FAFSA and the Confirmation Page for your records or request that your confirmation page be emailed to you.

STEP THREE: FILE YOUR TAP ON THE WEB APPLICATION

- The *optional feature link* to apply for TAP (New York state-based financial aid) is available on the FAFSA "Submission Confirmation" page. Complete the answers providing the year 2015 income information. You will need a copy of the 2015 New York State tax return.
- If you miss the link to the TAP on the FAFSA "Submission Confirmation" Page, you can go to www.tapweb.org to apply for TAP, after your FAFSA is processed.
- City Tech's TAP college code is: 1405.

STEP FOUR: RESPONSES TO YOUR APPLICATIONS

- If you provided your e-mail address on the FAFSA, you will receive an electronic response; If you did not, you will receive a response by postal mail.
- If you do not receive a response within three weeks after filing the FAFSA, go to www.fafsa.gov or call 1.800.433.3243.
- If you do not hear from HESC within three weeks of receiving your FAFSA response, go to www.hesc.org or call 1.888.697.4372.

Alternative Process

- Electronic filing is the preferred way for City Tech students to apply for financial aid. If you wish, you may complete and mail a paper FAFSA. Download a paper FAFSA from: <http://www.fafsa.gov/options.htm>
- If you do not complete TAP on the Web, you will be mailed or emailed several reminders to apply at www.tapweb.org. If you do not respond to these reminders, you will be sent a paper TAP (ETA) application.