IMPORTANT FINANCIAL AID NOTICE

Starting with Academic Year 2017-2018, you may file your FAFSA and TAP applications starting October 1st of every year. Take advantage and file your 2017-2018 FAFSA and TAP applications starting

 October 1, 2016. **Tax year 2015 income information is required**, so you **do not** have to wait for tax year 2016 tax or income information.

We will send all communications to your City Tech Email Account.

Check your City Tech Email Account regularly for:

- Award Letter
- Request for information (including verification)
- Financial aid status
- Notices

Date: September 2016

NEW YORK CITY
COLLEGE OF TECHNOLOGY
THE CITY UNIVERSITY OF NEW YORK

300 JAY STREET, BROOKLYN, NY 11201-1909

OFFICE OF FINANCIAL AID
Namm G-13
718.260.5700 • FAX: 718.254.8525

First-time Applicants and Continuing Students

HOW TO APPLY FOR FINANCIAL AID: 2017-2018 AWARD YEAR
(SUMMER 2017, FALL 2017, SPRING 2018)

STEP ONE: ACCESS 2017-2018 FAFSA AT WWW.FAFSA.GOV
- Use your Federal Student Aid Identification (FSA ID) to complete and sign your FAFSA
- One parent (dependent students) should use his/her FSA ID to sign the FAFSA
- You must sign and mail the "Signature Page" if you or your parents do not use the FSA ID
- Tax filers will need 2015 income tax return or other income information
- Tax filers (students and parents) should use the IRS Data Retrieval Tool through www.FAFSA.gov to view and transfer their tax return information directly into their FAFSA
- You may also need other calendar year 2015 income documents (W2 Statement, bank statement)
- **City Tech Federal College Code: 002696**
- **Print a copy of your FAFSA and the Confirmation Page**

STEP TWO: 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 tax year 2015 income information. Tax filers will need a copy of the 2015 New York State tax return. If you miss the link to the TAP application 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 THREE: FILE YOUR CUNY SUPPLEMENT APPLICATION ON CUNYfirst
File the CUNY Supplement Form if you want to be considered for Aid for Part-time Study (APTS) or Federal Perkins Loan.
- Log onto CUNYfirst at https://home.cunyfirst.cuny.edu
- Select **"Self Service"** from the left menu
- Click on the **"Student Center"** link
- Under the "**Finances**" section, click on **"Supplement Form"**
- Select **"NYT01"** for **"Institution"**
- Select **"2017"** for **"Aid Year"**
- Click **"OK"**
- Answer all the questions on the form and click **"Submit"**

PLEASE NOTE: The CUNY Supplement form will not be available on CUNYfirst until April 2017.

STEP FOUR: RESPONSES TO YOUR APPLICATIONS
- If you provide your e-mail address on the FAFSA, you will receive an electronic response; if you do 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.ny.gov 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.