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: 2018-2019 AWARD YEAR
(SUMMER 2018, FALL 2018, SPRING 2019)

STEP ONE: ACCESS 2018-2019 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 parent do not use the FSA ID
- Tax filers will need 2016 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 2016 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 2016 income information. Tax filers will need a copy of the 2016 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)
- 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 **"2018"** 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 March 2018.

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.