



# 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: 2019-2020 AWARD YEAR (SUMMER 2019, FALL 2019, SPRING 2020)**

#### **STEP ONE: ACCESS 2019-2020 FAFSA AT [WWW.FAFSA.GOV](http://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 2017 income tax return or other income information
- Tax filers (students and parents) should use the IRS Data Retrieval Tool through [www.FAFSA.gov](http://www.FAFSA.gov) to view and transfer their tax return information directly into their FAFSA
- You may also need other calendar year 2017 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 2017 income information. Tax filers will need a copy of the 2017 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](http://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 "2019" 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 2019.**

#### **STEP FOUR: RESPONSES TO YOUR APPLICATIONS**

- If you provide your e-mail address on your FAFSA, you will receive an electronic response; if you do not provide a valid email address, you will receive a response by postal mail
- If you do not receive a response within three weeks after filing your FAFSA, go to [www.fafsa.gov](http://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](http://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](http://www.tapweb.org). If you do not respond to these reminders, you will be sent a paper TAP (ETA) application.