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

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OFFICE OF FINANCIAL AID
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First-time Applicants and Continuing Students

HOW TO APPLY FOR FINANCIAL AID: 2021-2022 AWARD YEAR
(SUMMER 2021, FALL 2021, SPRING 2022)

STEP ONE: ACCESS 2021-2022 the *Free Application for Federal Student Aid* (FAFSA) at fafsa.gov or by the myStudentAid mobile app

- 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 your FSA ID
- Tax filers will need 2019 income tax return or other income information
- Tax filers (students and parents) should use the IRS Data Retrieval Tool to through **fafsa.gov** or the myStudentAid mobile app to transfer their tax return information directly to their FAFSA
- You may also need other calendar year 2019 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 New York State TAP and Other NYS Aid

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 2019 income information. Tax filers will need a copy of the 2019 New York State tax return. If you missed the link to the TAP application on the FAFSA "Submission Confirmation" Page, you can go to the Higher Education Services (HESC) Website: www.hesc.ny.gov to apply for TAP after your FAFSA is processed

Undocumented and other students may apply for New York State -administered grants and scholarships at the HESC Website: www.hesc.ny.gov/dream/

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 NYS 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 **"2021"** 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 2021.

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 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.