Office of Financial Aid

GUIDE TO YOUR FINANCIAL AID INFORMATION IN CUNYfirst

Learn how to access, view, and manage the financial aid information in your CUNYfirst Student Center:

- **VIEW YOUR "TO DO" LIST & COMPLETE THE SUPPLEMENT FORM**
- **VIEW YOUR FINANCIAL AID AWARDS & ACCEPT YOUR FEDERAL WORK-STUDY**
- **VIEW YOUR PENDING FINANCIAL AID & YOUR REFUNDS**
- **ADD YOUR BANK ACCOUNT AND ENROLL IN DIRECT DEPOSIT**
- **ENROLL IN A TUITION PAY PLAN & VIEW YOUR 1098-T FORM**
- **COMPLETE A DIRECT LOAN PROCESSING FORM**
- **VIEW YOUR FEDERAL WORK-STUDY PAYCHECK AND W-2 FORM**

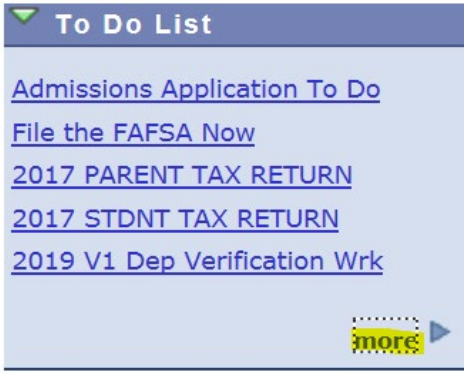
VIEW YOUR "TO DO" LIST

After you have filed your financial aid applications, the "To Do" list in your CUNYfirst Self-Service Student Center will alert you to any outstanding items with your application record that must be finalized before you may receive a financial aid awards package.

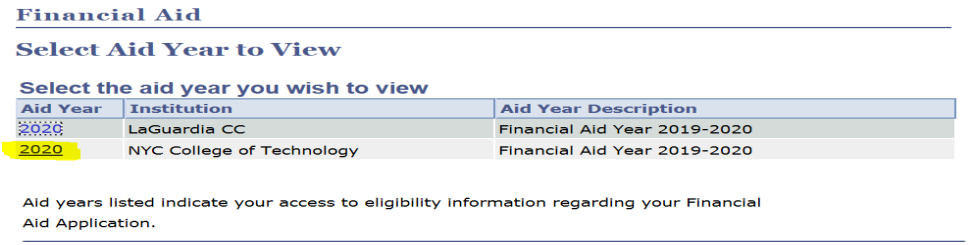
STEP# 1: Login to CUNYfirst at **https://home.cunyfirst.cuny.edu**.

STEP# 2: Select **Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center.** In the **To Do List** section, you will see a list of outstanding items. Click the **"more"** link to see more information.



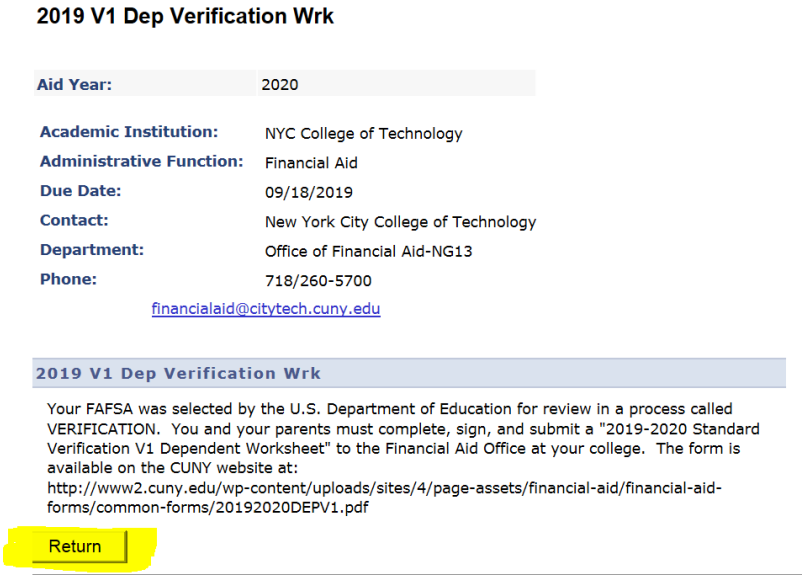
STEP# 4: Review the current outstanding items with your financial aid applications. You will need to sort and filter by institution to make sure you are viewing items related to your college.



By clicking on each **To Do Item**, you can view the details concerning the item, including the office contact information, and instructions on how to resolve the item.

NOTE: You must resolve each To Do item on your Item List. Failure to resolve the items will delay final processing and awarding of your financial aid.

The instructions on the **To Do Item Detail** may ask you to download and submit a form to the Financial Aid Office. To access the form, you may need to copy and paste the web address in the browser. Click on **Return** to go back to your Item List.



COMPLETE THE SUPPLEMENT FORM

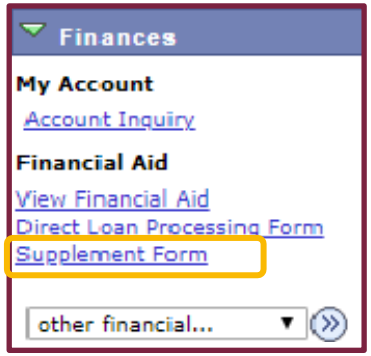
One of your "To Do" items to complete is the Supplement Form. This is an application used by CUNY to determine potential eligibility for the New York State Aid to Part-Time Study (APTS) program.

STEP# 1: Login to CUNYfirst at **https://home.cunyfirst.cuny.edu**.

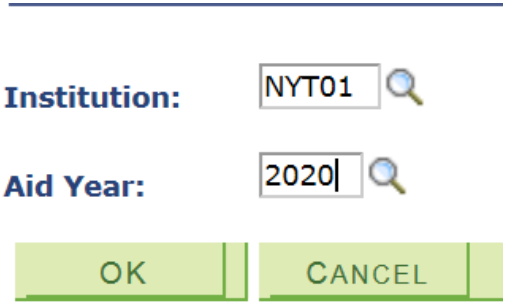
STEP# 2: Select **Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center.**

STEP# 4: In the **Finances** section, click the **Supplement Form** link.



STEP# 5: On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Specify the college and aid year you wish to view.



VIEW YOUR FINANCIAL AID AWARDS

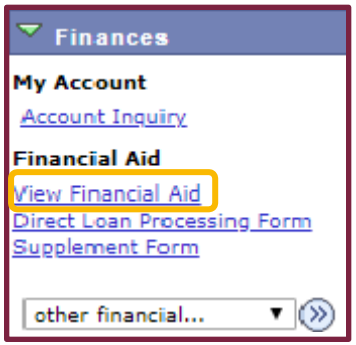
Your Student Center provides information about your financial aid awards. These are listed for the entire academic year and broken down by term.

STEP# 1: Login to CUNYfirst at **https://home.cunyfirst.cuny.edu**.

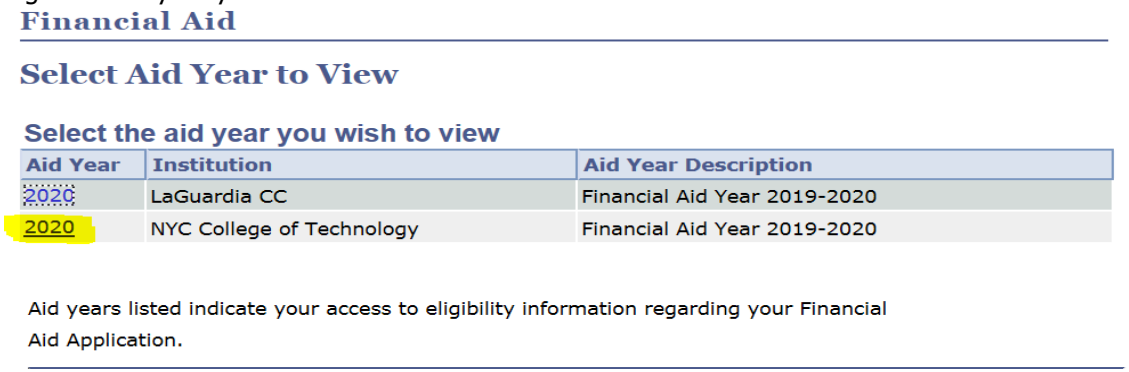
STEP# 2: Select **Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center.**

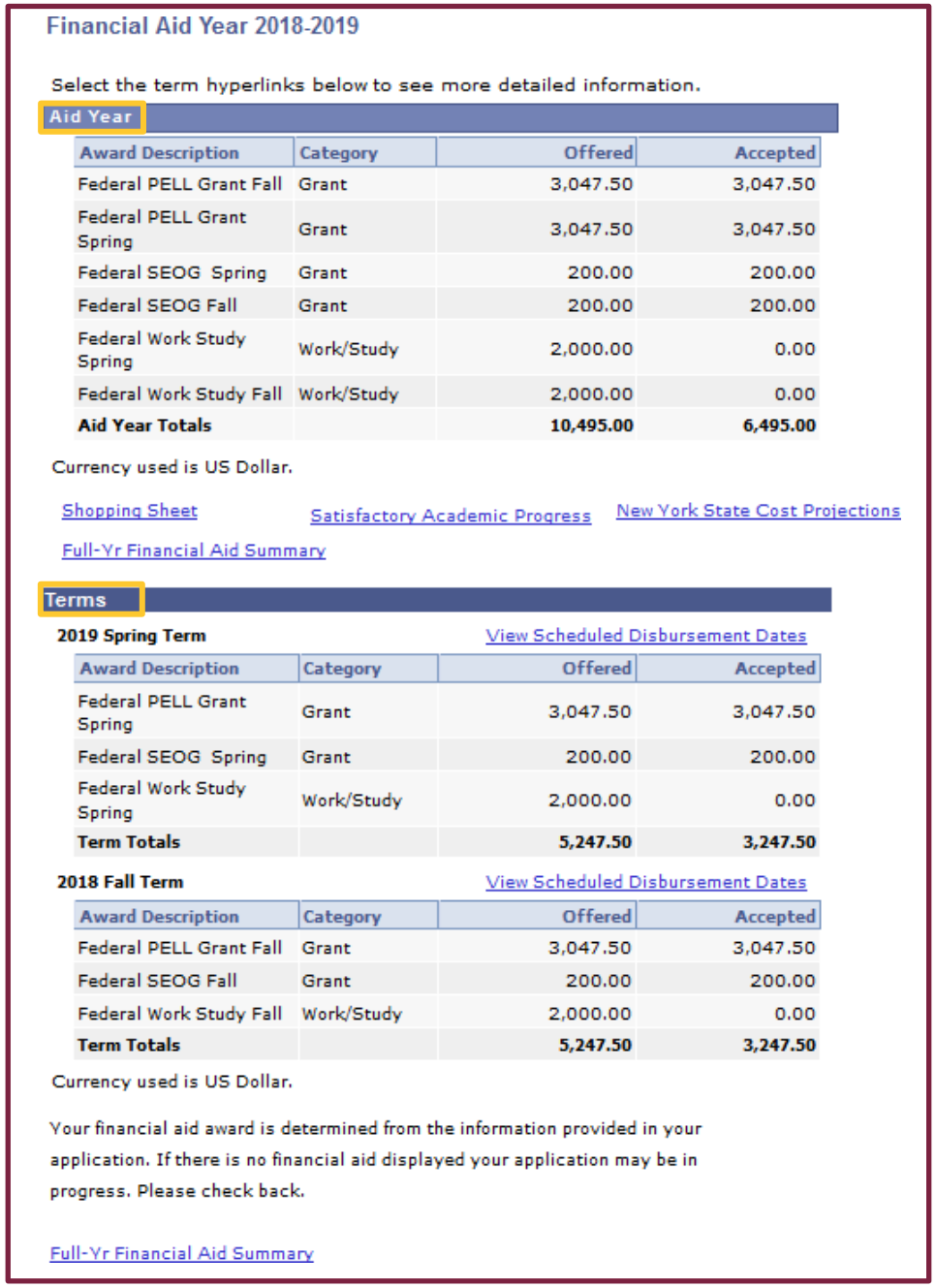
STEP# 4: In the **Finances** section, click the **View Financial Aid** link.



STEP# 5: On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the **Aid Year** link for the college and aid year you wish to view.



STEP# 6: On the **Award Summary** page, you will be able to view your awards for the entire academic year and for individual terms. You can access additional information through several hyperlinks which are explained on the following pages.



Financial Aid Year 2018-2019

Select the term hyperlinks below to see more detailed information.

Aid Year

Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	3,047.50	3,047.50
Federal PELL Grant Spring	Grant	3,047.50	3,047.50
Federal SEOG Spring	Grant	200.00	200.00
Federal SEOG Fall	Grant	200.00	200.00
Federal Work Study Spring	Work/Study	2,000.00	0.00
Federal Work Study Fall	Work/Study	2,000.00	0.00
Aid Year Totals		**10,495.00**	**6,495.00**

Currency used is US Dollar.

Shopping Sheet Satisfactory Academic Progress New York State Cost Projections

Full-Yr Financial Aid Summary

Terms

2019 Spring Term View Scheduled Disbursement Dates

Award Description	Category	Offered	Accepted
Federal PELL Grant Spring	Grant	3,047.50	3,047.50
Federal SEOG Spring	Grant	200.00	200.00
Federal Work Study Spring	Work/Study	2,000.00	0.00
Term Totals		**5,247.50**	**3,247.50**

2018 Fall Term View Scheduled Disbursement Dates

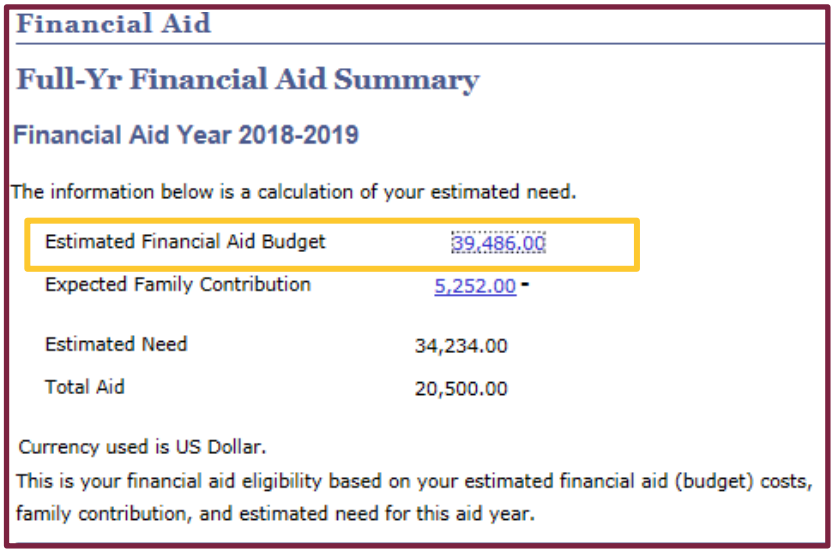
Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	3,047.50	3,047.50
Federal SEOG Fall	Grant	200.00	200.00
Federal Work Study Fall	Work/Study	2,000.00	0.00
Term Totals		**5,247.50**	**3,247.50**

Currency used is US Dollar.

Your financial aid award is determined from the information provided in your application. If there is no financial aid displayed your application may be in progress. Please check back.

Full-Yr Financial Aid Summary

STEP# 7: Click on the **Full-Yr Financial Aid Summary** link to see your **Estimated Financial Aid Budget** for the academic year.



Financial Aid

Full-Yr Financial Aid Summary

Financial Aid Year 2018-2019

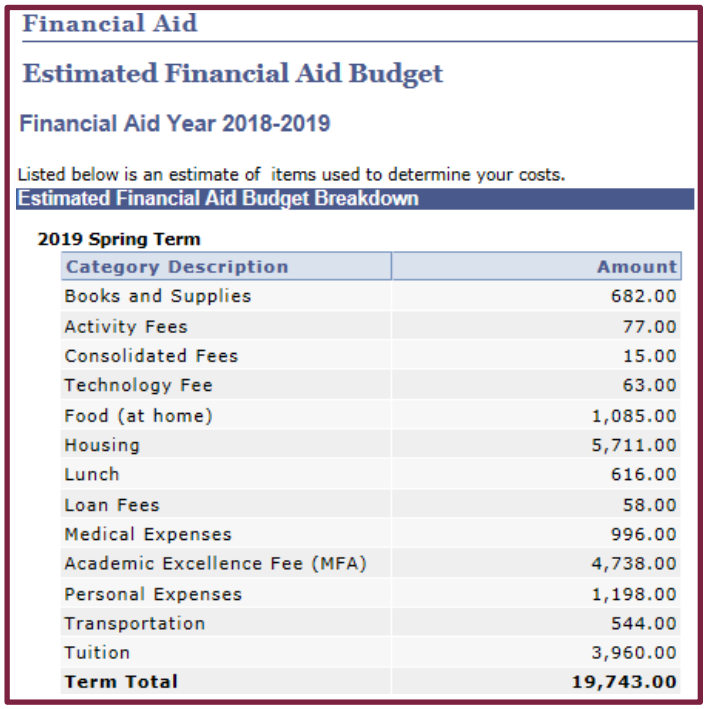
The information below is a calculation of your estimated need.

Estimated Financial Aid Budget	39,486.00
Expected Family Contribution	5,252.00 -
Estimated Need	34,234.00
Total Aid	20,500.00

Currency used is US Dollar.

This is your financial aid eligibility based on your estimated financial aid (budget) costs, family contribution, and estimated need for this aid year.

STEP# 8: Click on the hyperlinked budget amount to see your **Estimated Financial Aid Budget Breakdown** by term.



Financial Aid

Estimated Financial Aid Budget

Financial Aid Year 2018-2019

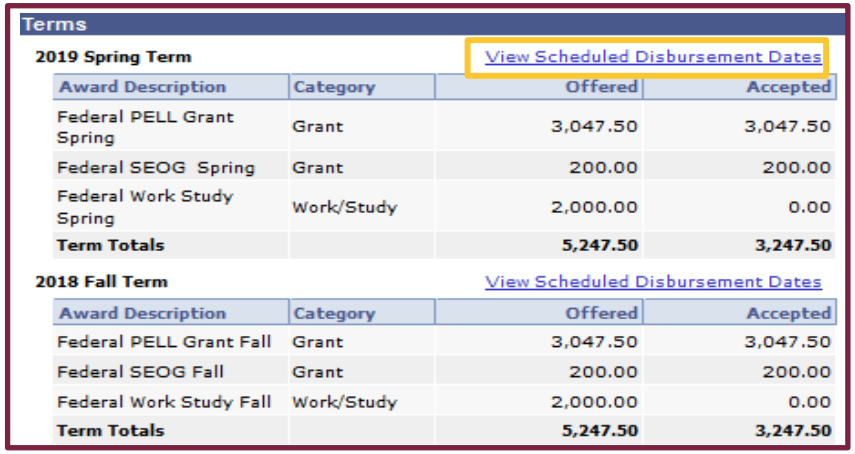
Listed below is an estimate of items used to determine your costs.

Estimated Financial Aid Budget Breakdown

2019 Spring Term

Category Description	Amount
Books and Supplies	682.00
Activity Fees	77.00
Consolidated Fees	15.00
Technology Fee	63.00
Food (at home)	1,085.00
Housing	5,711.00
Lunch	616.00
Loan Fees	58.00
Medical Expenses	996.00
Academic Excellence Fee (MFA)	4,738.00
Personal Expenses	1,198.00
Transportation	544.00
Tuition	3,960.00
Term Total	**19,743.00**

STEP# 9: Return to the **Award Summary** page and, in the **Terms** section click the **View Scheduled Disbursement Dates** link.



Terms

2019 Spring Term — View Scheduled Disbursement Dates

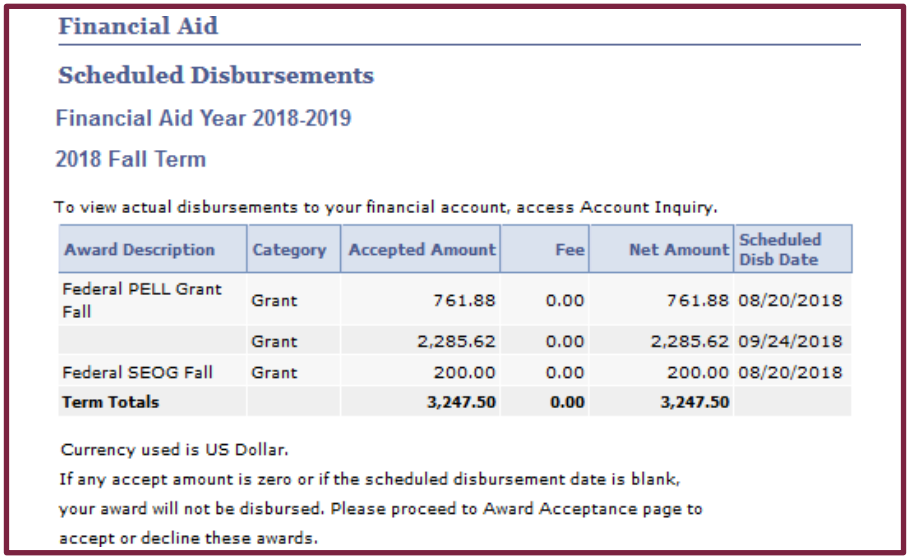
Award Description	Category	Offered	Accepted
Federal PELL Grant Spring	Grant	3,047.50	3,047.50
Federal SEOG Spring	Grant	200.00	200.00
Federal Work Study Spring	Work/Study	2,000.00	0.00
Term Totals		**5,247.50**	**3,247.50**

2018 Fall Term — View Scheduled Disbursement Dates

Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	3,047.50	3,047.50
Federal SEOG Fall	Grant	200.00	200.00
Federal Work Study Fall	Work/Study	2,000.00	0.00
Term Totals		**5,247.50**	**3,247.50**

The **Scheduled Disbursements** page displays the projected dates for disbursement of your financial aid awards into your student account.

NOTE: The scheduled disbursement dates listed here represent the earliest date those awards can be transferred into your CUNYfirst student account. Your actual disbursement date may be different and will appear when your financial aid is posted to your account. To view the actual disbursement dates, you will need to check the **Account Activity** page in your **Student Center** [see p. 13 in this booklet].



Financial Aid

Scheduled Disbursements

Financial Aid Year 2018-2019

2018 Fall Term

To view actual disbursements to your financial account, access Account Inquiry.

Award Description	Category	Accepted Amount	Fee	Net Amount	Scheduled Disb Date
Federal PELL Grant Fall	Grant	761.88	0.00	761.88	08/20/2018
	Grant	2,285.62	0.00	2,285.62	09/24/2018
Federal SEOG Fall	Grant	200.00	0.00	200.00	08/20/2018
Term Totals		**3,247.50**	**0.00**	**3,247.50**	

Currency used is US Dollar.

If any accept amount is zero or if the scheduled disbursement date is blank, your award will not be disbursed. Please proceed to Award Acceptance page to accept or decline these awards.

ACCEPT OR DECLINE YOUR FEDERAL WORK-STUDY AWARDS

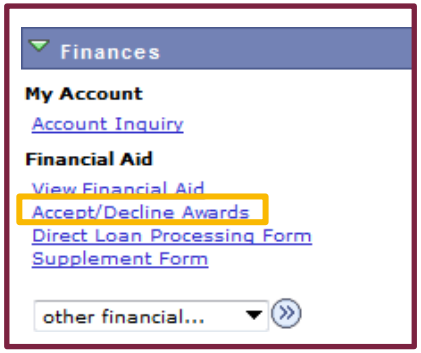
You are required to either accept or decline certain types of financial aid awards, such as Federal Work-Study.

STEP# 1: Login to CUNYfirst at **https://home.cunyfirst.cuny.edu**

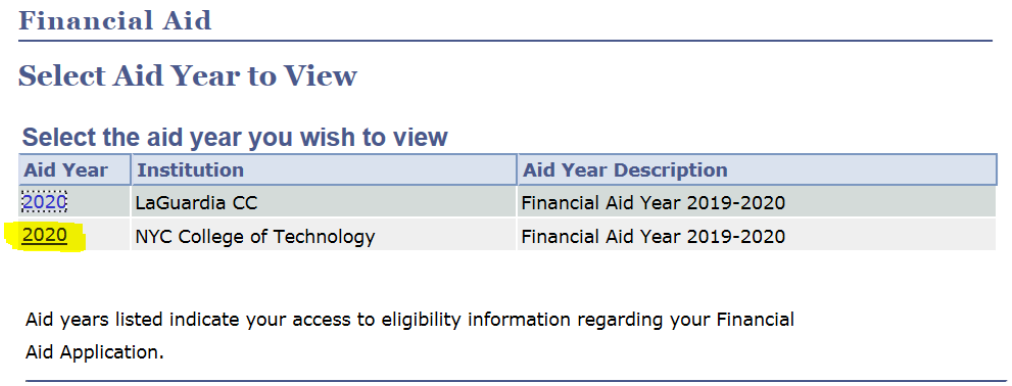
STEP# 2: Select **Campus Solutions** from the left menu

STEP# 3: Navigate to **Self Service** followed by **Student Center**

STEP# 4: In the **Finances** section, click the **Accept/Decline Awards** link.



STEP# 5: On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the **Aid Year** link for the college and aid year you wish to view.



STEP# 6: Review your entire awards package. Most of your awards such as PELL, TAP, SEOG come pre-accepted and require no further action by you. If you are awarded Federal Work-Study, you **MUST** accept your award (s) by checking the "Accept" checkbox next to each award. After checking Accept or Decline, do not forget to hit the **SUBMIT** bottom at the bottom of the page.

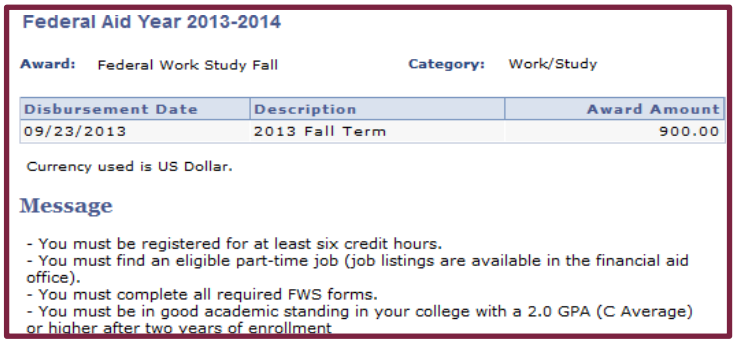
NOTE: If you do not promptly indicate acceptance of your Federal Work-Study award, you risk losing it. If you wish to decline your PELL, TAP or SEOG award, you must speak to the Financial Aid Office at your college.

Award	Category	Career	Offered	Accepted	Accept	Decline
Federal Work Study Spring	Work/Study	Undergraduate	900.00	900.00	☑	☐
Federal Work Study Fall	Work/Study	Undergraduate	900.00	900.00	☑	☐
Federal PELL Grant Fall	Grant	Undergraduate	2,822.50	2,822.50	☑	☐
Federal PELL Grant Spring	Grant	Undergraduate	2,822.50	2,822.50	☑	☐
Initial TAP-Fall	Grant	Undergraduate	2,050.00	2,050.00	☑	☐
Federal SEOG Fall	Grant	Undergraduate	175.00	175.00	☑	☐
Federal SEOG Spring	Grant	Undergraduate	175.00	175.00	☑	☐
Total			**9,845.00**	**8,045.00**		

Currency used is US Dollar. accept all | decline all | clear all | update totals

SUBMIT

Click on the Award hyperlink to receive more detailed information about the award and its requirements. Below is an example of the Federal Work Study detail screen.



Federal Aid Year 2013-2014

Award: Federal Work Study Fall **Category:** Work/Study

Disbursement Date	Description	Award Amount
09/23/2013	2013 Fall Term	900.00

Currency used is US Dollar.

Message

- You must be registered for at least six credit hours.
- You must find an eligible part-time job (job listings are available in the financial aid office).
- You must complete all required FWS forms.
- You must be in good academic standing in your college with a 2.0 GPA (C Average) or higher after two years of enrollment

VIEW YOUR PENDING AID

The following steps provide instructions on how to view your pending financial aid in CUNYfirst Self-Service.

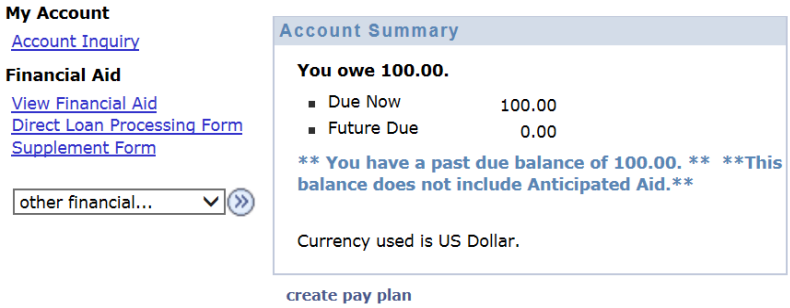
NOTE: Financial aid that is "**pending**" means that you have been awarded the aid, and it is being used as a credit towards your tuition bill, but it hasn't actually been paid out.

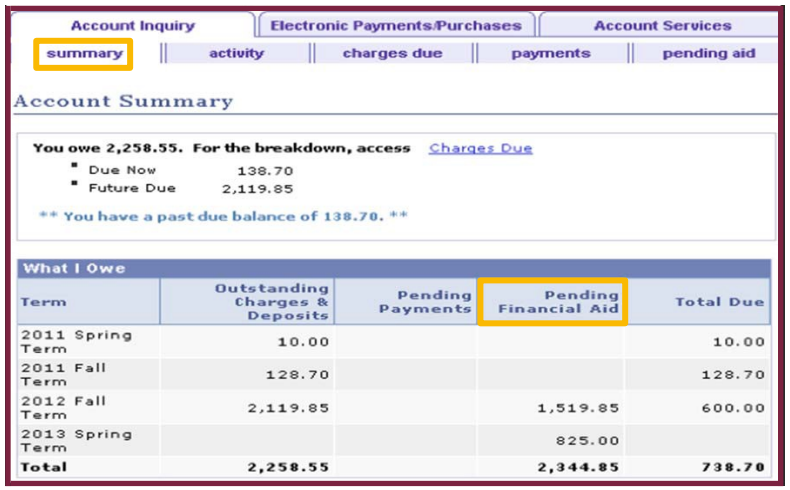
STEP# 1: Login to CUNYfirst at **https://home.cunyfirst.cuny.edu**.

STEP# 2: Select **Campus Solutions** from the left menu.

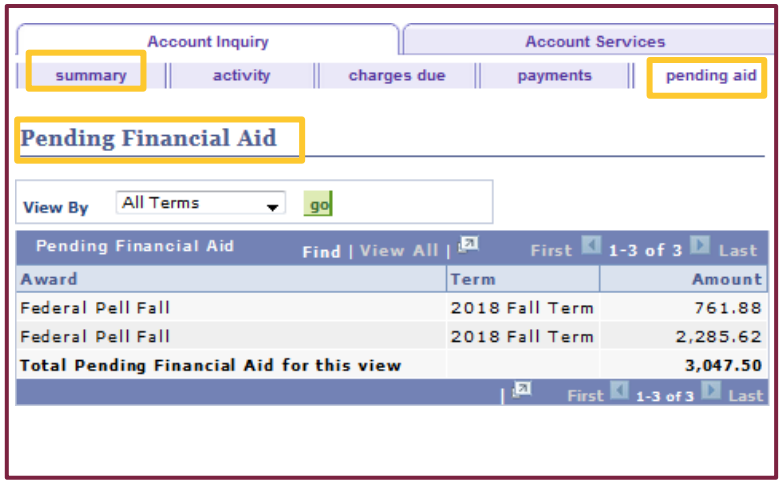
STEP# 3: Navigate to **Self Service** followed by **Student Center.**

STEP# 4: In the **Finances** section, click the **Account Inquiry** link to see the details of the **Account Summary**.





STEP# 5: Under the **Account Inquiry** tab, you will be able to view your pending financial aid by clicking the "**pending aid**" sub-tab. If you have pending financial aid that covers your tuition and fee charges in full, you will not be required to make a payment to the Bursar.



IMPORTANT NOTE: Your financial aid awards will NOT appear on your **Account Summary** page for at least 3 business days after you complete your initial enrollment. If you make any change to enrollment that affects your financial aid eligibility, your recalculated financial aid awards will also not appear for 3-5 business days.

VIEW YOUR FINANCIAL AID REFUND

When your awards are disbursed to your CUNYfirst account, they are applied to any unpaid tuition and fee charges. If you have a financial aid credit after the payment of your tuition and fees, you will receive a refund that will be electronically deposited to your personal bank ac- count or sent to your home address in the form of a paper check.

Please note the difference between a disbursement and a refund: your financial aid is disbursed to your CUNYfirst account, not to you directly. Only after all charges on your account are resolved will you see your refund. A refund appears on your CUNYfirst account 1-2 days after a disbursement is posted. You will receive that refund 3-5 days after it posts. Keep this timeframe in mind when doing your financial planning.

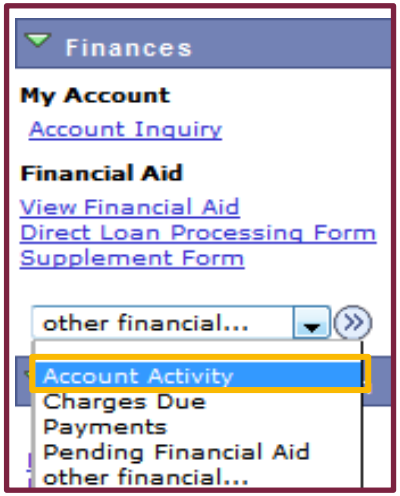
Detailed information about all disbursements and refunds can be seen on your **Account Activity** page. View your account activity information by doing the following:

STEP# 1: Login to CUNYfirst at **https://home.cunyfirst.cuny.edu**

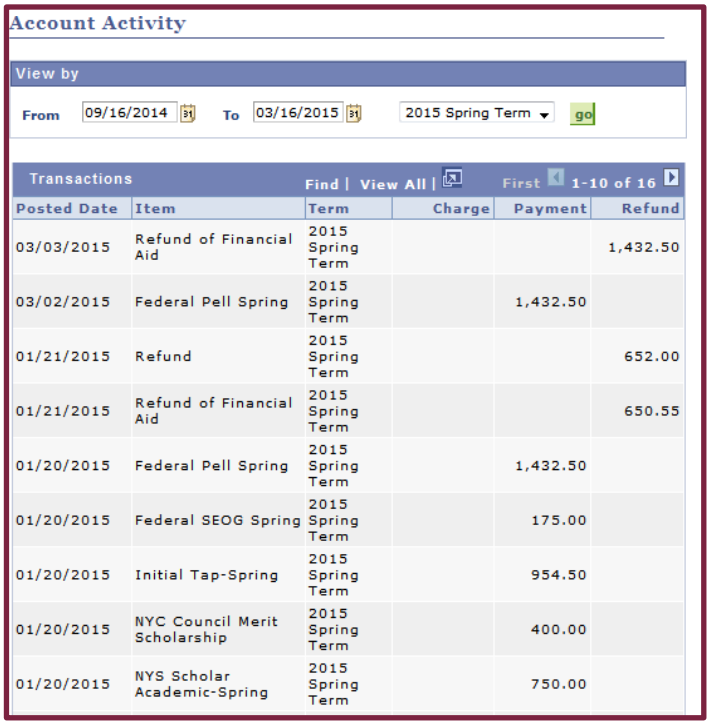
STEP# 2: Select **Campus Solutions** from the left menu

STEP# 3: Navigate to **Self Service** followed by **Student Center**

STEP# 4: In the **Finances** section, click the **Account Activity** link from the drop down menu.



The **Account Activity** page will display the activity occurring in your account for the academic year.



Account Activity

View by

From 09/16/2014 To 03/16/2015 2015 Spring Term go

Transactions Find | View All | First 1-10 of 16

Posted Date	Item	Term	Charge	Payment	Refund
03/03/2015	Refund of Financial Aid	2015 Spring Term			1,432.50
03/02/2015	Federal Pell Spring	2015 Spring Term		1,432.50	
01/21/2015	Refund	2015 Spring Term			652.00
01/21/2015	Refund of Financial Aid	2015 Spring Term			650.55
01/20/2015	Federal Pell Spring	2015 Spring Term		1,432.50	
01/20/2015	Federal SEOG Spring	2015 Spring Term		175.00	
01/20/2015	Initial Tap-Spring	2015 Spring Term		954.50	
01/20/2015	NYC Council Merit Scholarship	2015 Spring Term		400.00	
01/20/2015	NYS Scholar Academic-Spring	2015 Spring Term		750.00	

In this example, the Scholarship, TAP, SEOG, and the first-half of the Pell grant were disbursed to the student account on January 20th. Refunds were processed the next day on January 21st. Student received the refund on January 25th. Similarly, a second Pell disbursement was made on March 2nd, followed by another refund on March 3rd. The student received that refund on March 6th.

REMEMBER

Disbursement - the transfer of funds into your CUNYfirst Student Account.

Refund - the return of funds to you that are not needed to pay your tuition and fees. Refunds are issued either as a direct deposit payment to your bank account or mailed to your home as a check. Refunds are made available to the student within 3-5 days after the date the refund posts to your account. You need to make allowances in your financial planning to account for the timeframe between the initial disbursement date and the date you may expect to receive your refund.

ENROLL IN DIRECT DEPOSIT IN CUNYfirst SELF-SERVICE

The following steps show how to add a Bank Account on Self-Service and enroll in Direct Deposit to receive refunds and work study payments.

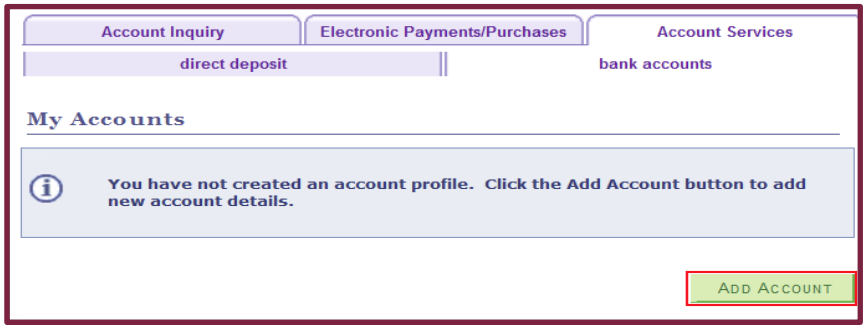
STEP# 1: Login to CUNYfirst at **https://home.cunyfirst.cuny.edu**.

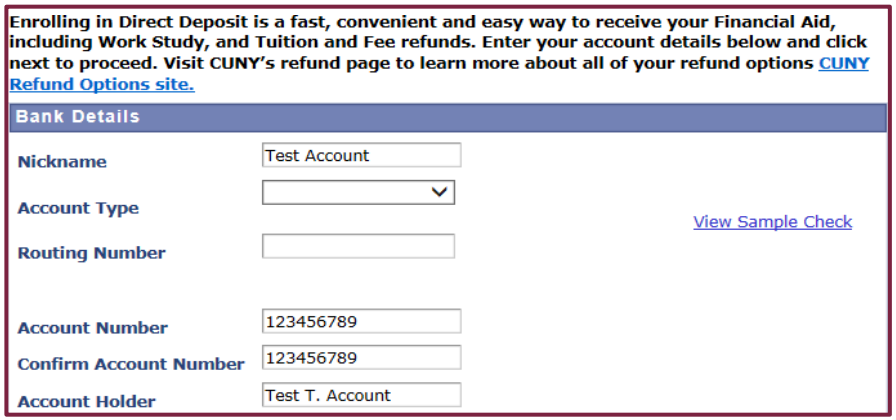
STEP# 2: Select **Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Campus Finances.**

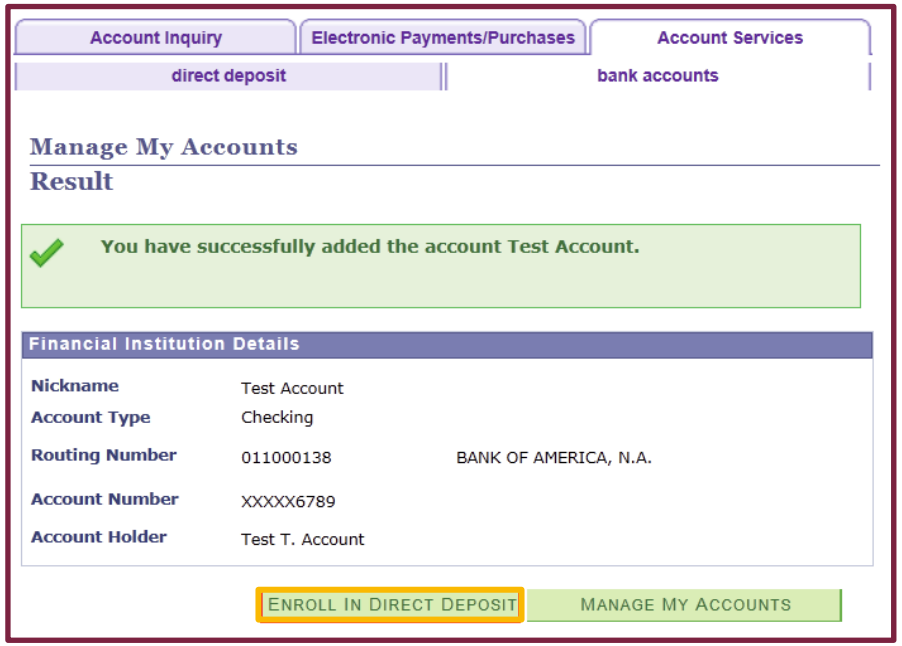
STEP# 4: Click **Manage My Accounts**.

STEP# 5: On the **My Accounts** page, click the **Add Account** button. You will then be prompted to enter your **Financial Institution Details**. After entering the required account information, click the **Next** button at the bottom of the screen. **NOTE**: Enter your routing number as it appears on your check and click enter.

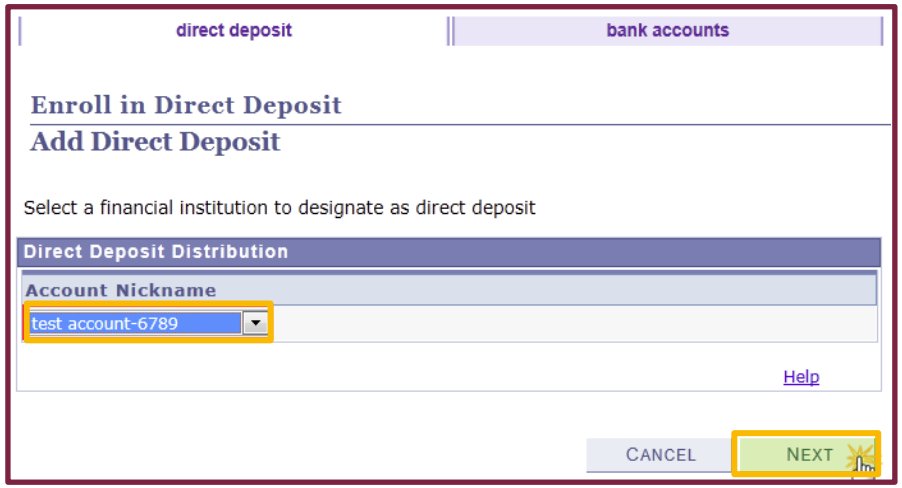




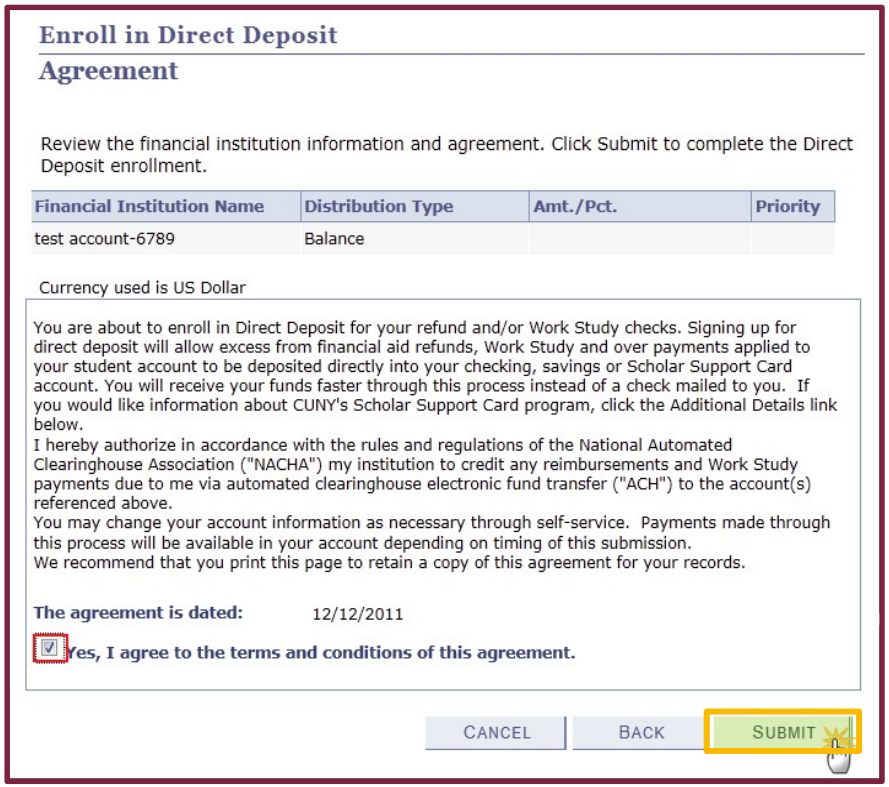
STEP# 6: To make the bank account you just added as your direct deposit account, click the **Enroll In Direct Deposit** button.



STEP# 7: On the **Enroll in Direct Deposit** panel, select the Account Nickname to designate as the direct deposit account and click **Next**.

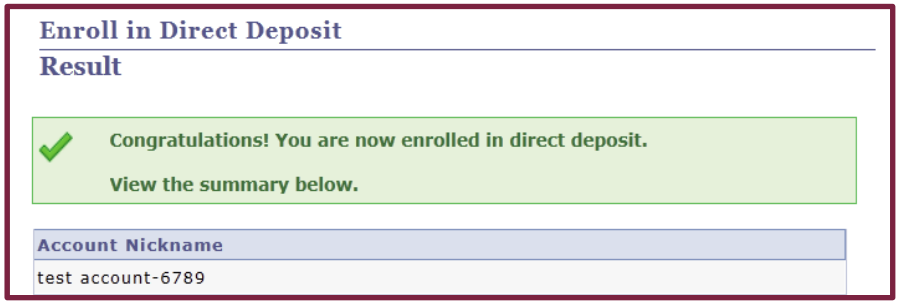


STEP# 8: On the **Enroll in Direct Deposit Agreement** page; select the checkbox next to the statement "Yes, I agree to the terms and conditions of



this agreement." and click on **SUBMIT** button.

STEP# 9: The process to Enroll in Direct Deposit is complete!
NOTE: If you do not have a bank account to enroll in CUNYfirst, BMCC has partnered with Santander Bank to offer student bank accounts with free checking and savings options that can be linked to your BMCC Smart ID Card.



ENROLL IN A TUITION PAYMENT PLAN

You may discover that your financial aid awards will not cover all your tuition and fee charges. The CUNY tuition payment plan allows you to arrange to pay your "out of pocket" tuition charges over a period of up to six months. This means that the burden of having to pay off your entire balance at the start of the academic term is reduced. Enrollment in the payment plan allows you to set up monthly payments with a credit/debit card or with electronic check.

The deferred payment plan is interest free benefit but there is an enrollment fee of $95 per term. For students and their families who opt for direct withdrawals from their bank accounts, a discount will be provided which will lower the enrollment fee to $40 per term

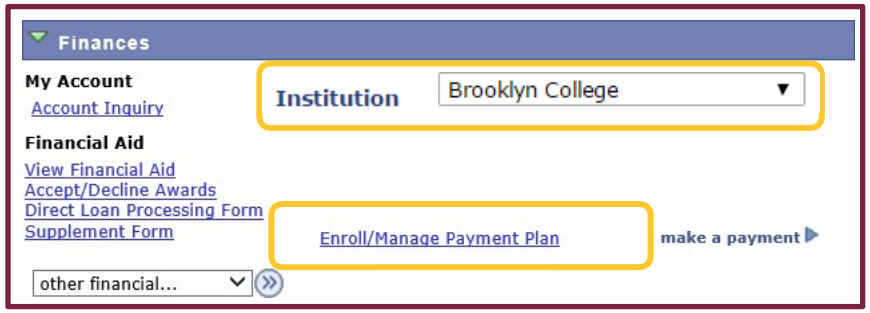
The following steps provide instructions on how to enroll in a tuition payment plan from CUNYfirst Self-Service:

STEP# 1: Login to CUNYfirst at **https://home.cunyfirst.cuny.edu**.

STEP# 2: Select **Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center.**

STEP# 4: In the **Finances** section, select your institution and click Enroll/ Manage Payment Plan.



The link takes you to the Nelnet Tuition Pay Plan enrollment website. You need to complete the enrollment process and choose your payment method (credit/debit/electronic check).

VIEW YOUR 1098-T FORM

CUNY is required by the Internal Revenue Service (IRS) to issue the Form 1098-T, Tuition Statement, to students who have made payments towards qualified tuition and related expenses within the reporting tax year. This information will help the students or parents of dependent students determine eligibility to claim the American Opportunity Tax Credit or Lifetime Learning Tax Credit. To find out more about Form 1098-T tax incentives, access IRS Publication 970, Tax Benefits for Higher Education, or visit **www.cuny.edu/1098tfaq**.

You cannot get a Form 1098-T statement if:

- You received federal grants, scholarships or third-party payments that met or exceeded your total tuition amount for the entire calendar year.
- You received loans to cover tuition for a particular semester, but the loans disbursed during a different calendar year.

The following steps provide instructions on how to view your 1098-T form in CUNYfirst Self-Service.

STEP# 1: Login to CUNYfirst at **https://home.cunyfirst.cuny.edu**.

STEP# 2: Select **Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center.**

STEP# 4: In the **Finances** section, select "**other financial…**" from the dropdown menu and click **View 1098-T**.

STEP# 5: Select the Tax Year link to open the related Form 1098-T. You can download the Form 1098-T in PDF. Turn off your pop-up blocker to allow the form to appear in a new tab on the browser. "No Data Available" will appear next to the year if you are not eligible for a 1098T Form for that year

CORRECTED

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number

1 Payments received for qualified tuition and related expenses $

2 Amounts billed for qualified tuition and related expenses $

OMB No. 1545-1574

20

Form 1098-T

Tuition Statement

FILER'S federal identification no. | STUDENT'S social security number

3 If this box is checked, your educational institution has changed its reporting method for 2015

Copy B For Student

STUDENT'S name

4 Adjustments made for a prior year $

5 Scholarships or grants $

Street address (including apt. no.)

6 Adjustments to scholarships or grants for a prior year $

7 Checked if the amount in box 1 or 2 includes amounts for an academic period beginning January - March 2016

City or town, state or province, country, and ZIP or foreign postal code

Service Provider/Acct. No. (see instr.)

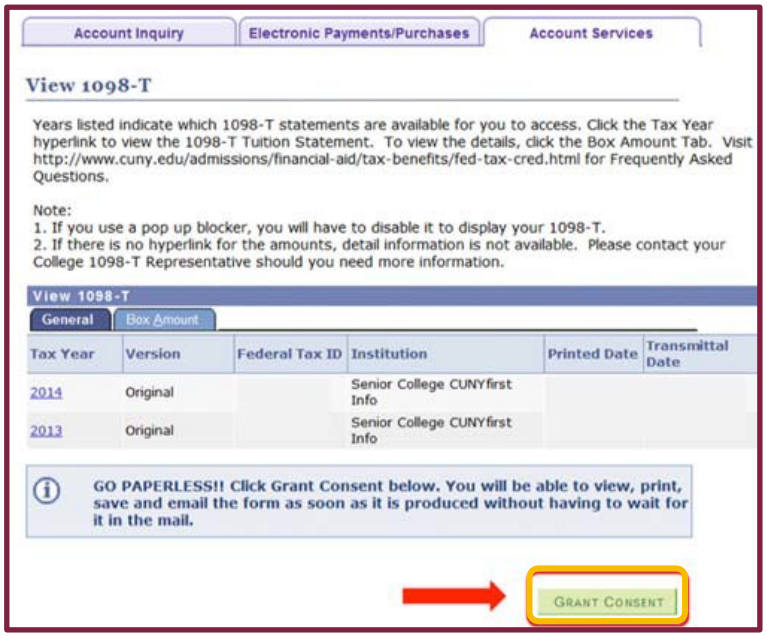
8 Check if at least half-time student

9 Checked if a graduate student

10 Ins. contract reimb./refund $

Form 1098-T (keep for your records) www.irs.gov/form1098t Department of the Treasury - Internal Revenue Service

NOTE: CUNY offers a paperless Form 1098-T option. To access the paperless form, you must click on **Grant Consent** on the View 1098T page. By consenting to receive an electronic Form 1098-T, you will not receive future paper forms through the mail. If you do not select the electronic option, you will receive a paper Form 1098-T sent to the mailing address listed on CUNYfirst Self Service.



Account Inquiry | Electronic Payments/Purchases | Account Services

View 1098-T

Years listed indicate which 1098-T statements are available for you to access. Click the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, click the Box Amount Tab. Visit http://www.cuny.edu/admissions/financial-aid/tax-benefits/fed-tax-cred.html for Frequently Asked Questions.

Note:
1. If you use a pop up blocker, you will have to disable it to display your 1098-T.
2. If there is no hyperlink for the amounts, detail information is not available. Please contact your College 1098-T Representative should you need more information.

View 1098-T

General | Box Amount

Tax Year	Version	Federal Tax ID	Institution	Printed Date	Transmittal Date
2014	Original		Senior College CUNYfirst Info		
2013	Original		Senior College CUNYfirst Info		

GO PAPERLESS!! Click Grant Consent below. You will be able to view, print, save and email the form as soon as it is produced without having to wait for it in the mail.

GRANT CONSENT

VIEW YOUR FEDERAL WORK-STUDY PAYCHECK

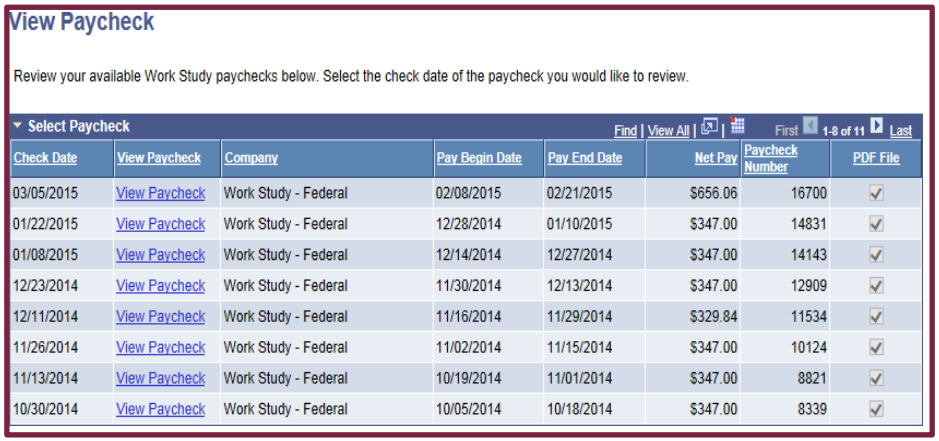
As a Federal work-study student, you can view your paycheck on CUNYFirst.

You can view your paystubs in CUNYfirst Self-Service.

The following steps provide instructions on how to view your federal work-study paystubs in CUNYfirst Self-Service.

STEP# 1: Login to CUNYfirst at **https://home.cunyfirst.cuny.edu**.

STEP# 2: Select **Campus Solutions** from the left menu.



View Paycheck

Review your available Work Study paychecks below. Select the check date of the paycheck you would like to review.

Select Paycheck — Find | View All | First 1-8 of 11 Last

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
03/05/2015	View Paycheck	Work Study - Federal	02/08/2015	02/21/2015	$656.06	16700	☑
01/22/2015	View Paycheck	Work Study - Federal	12/28/2014	01/10/2015	$347.00	14831	☑
01/08/2015	View Paycheck	Work Study - Federal	12/14/2014	12/27/2014	$347.00	14143	☑
12/23/2014	View Paycheck	Work Study - Federal	11/30/2014	12/13/2014	$347.00	12909	☑
12/11/2014	View Paycheck	Work Study - Federal	11/16/2014	11/29/2014	$329.84	11534	☑
11/26/2014	View Paycheck	Work Study - Federal	11/02/2014	11/15/2014	$347.00	10124	☑
11/13/2014	View Paycheck	Work Study - Federal	10/19/2014	11/01/2014	$347.00	8821	☑
10/30/2014	View Paycheck	Work Study - Federal	10/05/2014	10/18/2014	$347.00	8339	☑

STEP# 3: Navigate to **Self Service,** then **Payroll & Compensation.**

STEP# 4: Click the **View Work-Study Paycheck** link.

The View Paycheck page will provide you details regarding each federal work-study paycheck and a link to access the PDF version of the paystub.

VIEW YOUR FEDERAL WORK-STUDY W-2 FORM

If you have worked in the federal work-study program, you will receive a W-2 Form for the calendar year with your taxable earnings. The W-2 form will be mailed to you from the college and will be available for you to access in CUNYfirst.
The following steps provide instructions on how to view your federal work-study W-2 forms in CUNYfirst Self-Service.

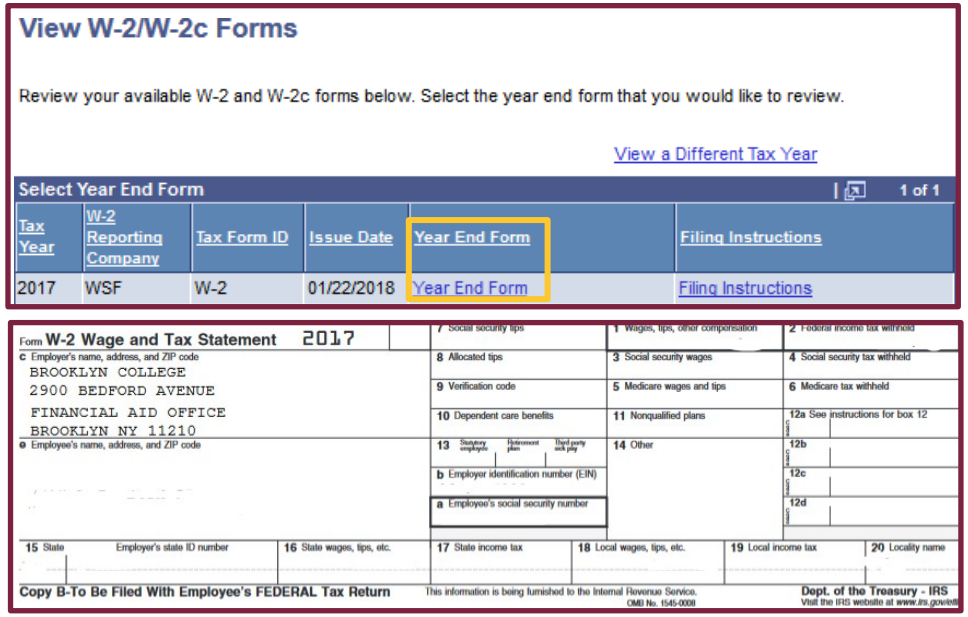
STEP# 1: Login to CUNYfirst at **https://home.cunyfirst.cuny.edu**.

STEP# 2: Select **Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Payroll & Compensation.**

STEP# 4: Click the **View Work-Study W-2 Form**.

STEP# 5: Click the **Year End Form** to view and download a PDF version of your W-2 Form.



View W-2/W-2c Forms

Review your available W-2 and W-2c forms below. Select the year end form that you would like to review.

View a Different Tax Year

Select Year End Form — 1 of 1

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2017	WSF	W-2	01/22/2018	Year End Form	Filing Instructions

Form W-2 Wage and Tax Statement 2017

c Employer's name, address, and ZIP code
BROOKLYN COLLEGE
2900 BEDFORD AVENUE
FINANCIAL AID OFFICE
BROOKLYN NY 11210

e Employee's name, address, and ZIP code

1 Wages, tips, other compensation | 2 Federal income tax withheld
3 Social security wages | 4 Social security tax withheld
5 Medicare wages and tips | 6 Medicare tax withheld
7 Social security tips | 8 Allocated tips
9 Verification code | 10 Dependent care benefits
11 Nonqualified plans | 12a See instructions for box 12
13 Statutory employee, Retirement plan, Third-party sick pay | 14 Other
12b | 12c | 12d
b Employer identification number (EIN)
a Employee's social security number
15 State | Employer's state ID number | 16 State wages, tips, etc. | 17 State income tax | 18 Local wages, tips, etc. | 19 Local income tax | 20 Locality name

Copy B-To Be Filed With Employee's FEDERAL Tax Return | This information is being furnished to the Internal Revenue Service. OMB No. 1545-0008 | Dept. of the Treasury - IRS

NOTE: If you have problems accessing your Federal Work-Study W-2 Form, please visit the Financial Aid Office.

COMPLETE THE DIRECT LOAN PROCESSING FORM

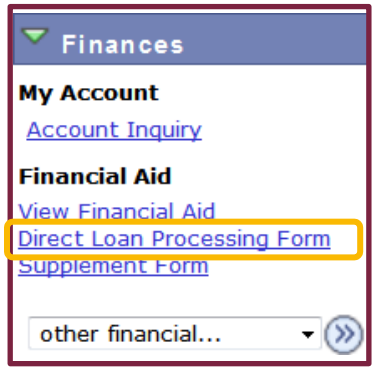
If you want to request a direct loan for the award year, you must complete the Direct Loan Processing Form.
The following steps provide instructions on how to access the Direct Loan Processing Form in CUNYfirst Self-Service.

STEP# 1: Login to CUNYfirst at **https://home.cunyfirst.cuny.edu**.

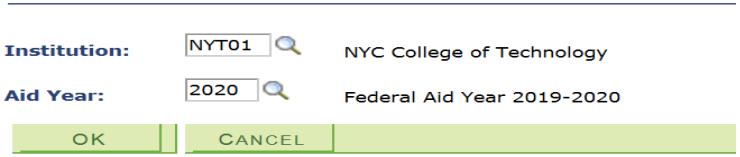
STEP# 2: Select **Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center.**

STEP# 4: In the **Finances** section, click the **Direct Loan Processing Form** link.



STEP# 5: On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the link for the college and aid year you wish to view



For More Information

Learn more about the opportunities available to finance your college education by visiting City Tech's Office of Financial Aid Website at http://www.citytech.cuny.edu/financial-aid/

Do you have a question about your financial aid application or award status?
E-mail us at: **financialaid@citytech.cuny.edu** and we will respond promptly to your inquiry (usually 2-3 business days).

Office of Financial Aid	Room NG-13	718-260-5700
Admissions' Office	Room NG-17	718-260-5500
Bursar's Office	Room NG-06	718-260-5510
Registrar's Office	Room NG-15	718-260-5800
Scholarship and Residency Office	Room NG-401	718-260-5054