



Transfer student Checklist

1) APPLYING FOR FINANCIAL AID

- Access (renewal or First time applicant) your FAFSA at www.fafsa.gov
- As of May 2015 a username and password (FSA ID) has replaced the Federal Student Aid PIN
- Update income information with 2018 tax return information
- Use IRS Data Retrieval Tool
- Enter FAFSA City Tech code: 002696
- Provide a valid email address
- Apply for TAP at www.hesc.ny.gov
- Enter TAP City Tech Code: 1405
- Part-time students (fewer than 12 credit/units) MUST complete CUNY supplement Application at www.cuny.edu for APTS award

2) FOLLOW UP APPLICATION RESULTS

- Review "Student Aid Report" SAR
- Make corrections if necessary
- Submit documentation (if requested) immediately to the Financial Aid Office
- Document upload: http://www.citytech.cuny.edu/financial-aid/docs/student_upload_documents.pdf

3) Federal Direct loan

- Must file a Free Application for Federal Student Aid (FAFSA) for 2020-2021 academic year. All problems with the FAFSA must be resolved before the loan is originated
- MUST be enrolled at least 6 credits/units each semester
- Must complete EXIT COUNSELING INTERVIEW from prior school
- Must login to CUNYfirst at <https://home.cunyfirst.cuny.edu> to complete the loan application
- MUST complete ENTERANCE COUNSELING INTERVIEW & MASTER PROMISSORY NOTE under City Tech at www.studentloans.gov

4) TRANSFER WITH SEEK PROGRAMS

- Speak with your Special Programs Coordinator at the college previously attended to request a transfer form for programs such as : SEEK, HEOP, EOP, CD
- Speak to City Tech's SEEK program coordinator

5) SCHOLARSHIPS AND RESIDENCY SERVICES

- <http://studentaid.ed.gov/types/grants-scholarships/finding-scholarships>
- scholarshipsvcs@citytech.cuny

Financial Aid Email Address: financialaid@citytech.cuny.edu

Financial Aid Website: <http://www.citytech.cuny.edu/financial-aid/>

Why did I lose My TAP Award?

- TAP awards may be cancelled in instances where students are found to not be taking courses applicable to their degree based on the college catalogue they are following. This can occur mid-semester.
- You are taking a full-time course load but the courses are not applicable to the degree as indicated in your college catalogue. Therefore, always meet with an Academic Adviser to discuss your academic eligibility each term
- You are enrolled in less than 12 credits.
- You are taking not needed electives.
- You did not declare your major prior to the Major declaration deadline posted in the academic calendar and you have earned 60 credits or greater.
- You changed your major and so previously taken courses are now considered electives and you are taking coursework that has now become a not needed elective.
- Based on the TAP payment you are expected to receive you failed to meet one of the three academic progress requirements outlined in this guide.
- You are repeating a class that you have already passed. NYS aid does not allow you to retake a course you have passed in order to improve the grade unless there is a department specific GPA requirement or for additional credit (e.g. certain seminar courses).
- You may repeat a class you failed and receive TAP provided that you are meeting all of the academic progress and course applicability requirements.
- You (or your parents if dependent) are not a NYS resident.
- You earned a high school diploma outside the U.S. but did not take the ATB test by the stated deadline or failed the ATB test.
- You withdrew from your courses in the prior semester and did not earn enough credits to meet progress and pursuit requirements.
- NYS post award income verification could result in reduction or loss of award

- You did not attend courses during the semester for which you sought a TAP payment (WN grade)
 - If you lose your TAP eligibility you will likely have a tuition liability with the college that will need to be repaid. Therefore, always meet with an academic advisor to choose courses and a financial aid Adviser to check that the courses are applicable for TAP. Meet with an Academic Adviser to discuss academic criteria relevant for TAP eligibility requirements.
- Meet with a financial aid advisor to discuss non-academic criteria relevant for financial aid eligibility requirements.
- Proof of High School completion is not on file with the Office of Admissions.

What do I do if I Need Help?

- Speak with an academic or department advisor to obtain the right academic advice based on your catalogue **before you register or before the first day of classes** so that you are taking coursework applicable to your degree.
- Visit us at the financial aid office or email the TAP coordinator for questions related to TAP eligibility. Understand your other financing options if you are determined not to be TAP eligible.
- Visit and read up on TAP at <https://www.hesc.ny.gov/>.
- Make sure you understand your rights and responsibilities as a financial aid recipient.
- Review the college catalogue and Student Hand- book on the college's website for additional re- sources and information.

WEB ADDRESSES

City Tech Office of Financial Aid
<http://www.citytech.cuny.edu/financialaid>

TAP on the Web
<https://www.tap.hesc.ny.gov/totw/>

FAFSA on the Web
<http://www.studentaid.gov>

CUNYfirst
<https://home.cunyfirst.cuny.edu>

State Grants, Scholarships & Awards
<https://www.hesc.ny.gov/pay-for-college/>

USEFUL PHONE NUMBERS

Financial Aid Office: 718.260-5790

Bursar : 718.260-5510

Bursar (TAP Coordinator) 718.473-8900
TAPinfo@citytech.cuny.edu

Revised 2/6/20



Understanding and Maintaining Your TAP Eligibility



Office of Financial Aid
300 Jay Street NG-13
Brooklyn, NY 11201
financialaid@citytech.cuny.edu

The NYS Tuition Assistance Program (TAP) helps pay your tuition if you (and your parents if dependent) are a NYS resident and enrolled in a degree or certificate program at City Tech. TAP grants are available for full-time (12 or

more credits of applicable coursework) study and may cover up to 100% of your tuition charges each semester. Note that fees are not covered by the TAP grant.

What are the Eligibility Requirements?

- Be a legal resident of New York State (that is, lived in NYS for at least one year prior to the first term for which you are seeking payment).
- Be a U.S citizen, permanent resident or hold an I-94 visa as a refugee, paroled refugee or conditional entrant.
- Have a high school diploma from a U.S. high school, a recognized GED certification, or pass an approved ability-to-benefit test.
- Be matriculated in an approved program of study and be in good academic standing with at least a "C" (2.0 GPA) average as of the 4th semester payment.
- Be meeting the pursuit of progress academic requirements in addition to the GPA requirement.
- Be enrolled as a full-time student taking twelve (12) or more credits applicable toward the degree program, per semester as defined in the college catalogue
- Have declared your major prior to the academic calendar posted deadline in the semester before earning 30 credits (associates degree) and 60 credits (bachelor's degree)
- You cannot receive a TAP payment if you have already received 8 semesters of full-time payments at a bachelor degree level or 6 semesters of full-time payment at associates degree level
- Be charged at least \$200 tuition per year
- Not be in default on any state or federal student loans and not be in default on any repayment of State awards.

- Meet income eligibility limitations which are the NYS taxable income:
- Dependent students or independent students with tax dependents must have a total family net taxable income below \$80,001.
- Independent students who are single with no tax dependents must have a total family net taxable income below \$10,001.
- Independent students who are married with no tax dependents must have a total family net taxable income below \$40,001.
- Be in compliance with the terms of any service condition imposed by a NYS award.
- Credit-bearing courses in the student's minimum full-time course load (12 semester hours or the equivalent) must consist of courses applicable to the student's program of study as a general education requirement, major requirement, or elective.
- Electives are acceptable when applicable to your degree program in a given semester or is above the minimum full-time requirement of 12 credits.

How do I know if my courses are TAP eligible?

- Meet with an academic advisor (Gen Ed) and/or department (Major) advisor to determine what courses, based on your catalogue, you need to take for your degree.
- Check DegreeWorks online through the link in your CUNYfirst Student Center to see if the courses you are enrolled in are needed or not needed for your degree.
- Check your pending financial aid awards on CUNYFirst to see if you have been awarded an Initial TAP award.
- Do all of this **before** your bill due date.

- What are the Academic Progress Requirements for a NYS TAP award?**
 - The academic guidelines for New York State (NYS) aid programs are divided into three major areas: **Program Pursuit, Academic Progress and GPA. Students must meet all three sets of rules** in order to be eligible to receive one or more NYS award each semester.
1. **Program Pursuit**— requires all students to complete a specific number of credits each semester. A course is considered completed when a grade of A+, A, A-, B-, B, B+, C-, C, C+, D-, D, D+, P (Passing), INC (incomplete) or F (Failing) is awarded at the end of the semester. Grades of W (Official Withdrawal), WU (Unofficial Withdrawal), WA (Administrative Withdrawal), WN (Never Attended) or WD (Withdrawal Drop) are not considered completed grades.
 2. **Academic Progress** - comprises a minimum number of credits to be accrued (earned) with a minimum cumulative grade point average in each term an award payment is received. The progress standard is most clearly presented in chart format as presented on the next folio of this guide.
 3. **C Average**—A student who has received two or more full years of state funded aid must have and maintain a cumulative GPA of 2.0 (C Average) or above.

What if I do not meet the Academic Progress Requirements for a NYS TAP award?

- You will not be eligible for TAP in the semester which you are not meeting the requirements
- You can regain eligibility by meeting the requirements for the next payment as indicated on the chart.
- You can also apply for a TAP waiver if your failure to meet the standards was due to a severe circumstance beyond your control.
- The Progress and Pursuit waiver can only be applied one-time during undergraduate study
- The waiver process is outlined online here: http://www.citytech.cuny.edu/financial-aid/docs/forms/2019-20/T4_financial_aid_eligibility_appeal_7-19.pdf
- Submission of a TAP waiver appeal does not guarantee TAP award approval.

TAP Progress, Pursuit and GPA requirement charts

First Time TAP recipients: 2010 AND Beyond NON-REMEDIAL										
To receive payment number:	1	2	3	4	5	6	7	8	9	10
You must have completed at least this many credits in the previous semester:	0	6	6	9	9	12	12	12	12	12
You must have accumulated this many credits towards your degree	0	6	15	27	39	51	66	81	96	111
You must have a GPA of:	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

First Time TAP recipients: SEEK or 2007-2008 through 2009-2010 plus REMEDIAL										
To receive payment number:	1	2	3	4	5	6	7	8	9	10
You must have completed at least this many credits in the previous semester:	0	6	6	9	9	12	12	12	12	12
You must have accumulated this many credits towards your degree	0	3	9	21	33	45	60	75	90	105
You must have a GPA of:	0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0

Student's receiving TAP who meet ADA definitions and are enrolled part-time										
To receive payment number:	1	2	3	4	5	6	7	8	9	10
You must have completed at least this many credits:	0	3	9	21	33	45	60	75	90	105
You must have a GPA of:	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0



What Types of Financial Aid Does City Tech Offer?

2020-2021 Academic Year (Summer 2020, Fall 2020 & Spring 2021)

TYPES OF AID APPLICATIONS

FEDERAL AID

- Federal PELL GRANT (1 or more credits)
- Federal Work-Study (FWS) (1 or more credits)
- Federal Supplemental Educational Opportunity Grant (FSEOG) (1 or more credits)
- William D. Ford Federal Subsidized and Unsubsidized Loans (6 or more Credits)
- William D. Ford Federal PLUS Loan Program (Parent Loan for Undergraduate Students) (6 or more Credits)

NEW YORK STATE AID

- Tuition Assistance Program (TAP) (12 or more credits)
- Aid for Part Time Study (APTS) (3-11 Credits)
- Part-time Tap (PTAP) (3-11 Credits)
- Search for Education and Elevation through Knowledge (SEEK) (12 or more credits)
- Accelerated Study in Associate Programs (ASAP) (12 or more credits)

*Other types of Federal and State aid & Scholarships are also offered. Visit the City Tech website at www.citytech.cuny.edu

APPLICATION PROCESSING REQUIREMENTS

2020-2021 FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

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2020-2021 TAP APPLICATION

&

2020-2021 CUNY SUPPLEMENT FORM (APTS)

FILE 2020-2021 EXCELSIOR SCHOLARSHIP

FILE 2020-2021 DREAM ACT APPLICATION

There are two applications and the CUNY Supplement form:

1. Complete the FAFSA on-line at <https://www.fafsa.gov>.
If you are interested in Federal Work-Study select yes to this question on the FAFSA.

If you are interested in the Direct Loan, also complete the 2020-2021 William D. Ford Direct Loans Processing Form, after completing the 2020-2021 FAFSA. ...Loan applications are available Via Student Self-Service on CUNYfirst. In addition an online Direct Loan Entrance Interview & MPN is required, available VIA <https://studentaid.gov/>

2. Complete the TAP application online through the link for the New York State Residents available on the FAFSA on the Web Submission Confirmation Page. Otherwise, you will be able to complete the TAP on the Web at: www.tapweb.org after the FAFSA is processed.

SEEK freshmen must submit documents to the SEEK financial aid counselor.

3. Third complete the CUNY Supplement Form if you are interested in applying for Aid for Part-time Study (APTS). The CUNY Supplement Form will be available on CUNYfirst (Student Service Center) by March 2020. See website for filing instructions <http://www.citytech.cuny.edu/financial-aid/forms.aspx>

Filing Period
October 1, 2019–June 30, 2021
You may file your FAFSA & TAP as early as October 1, 2019

EXCELSIOR SCHOLARSHIP

Completing the Excelsior Scholarship Application

Eligibility

An applicant must:

- You must have filed a completed FAFSA in order to apply for the Excelsior Scholarship.
- Apply for TAP: The easiest way to apply for TAP is through the [FAFSA](#). Make sure you have completed your FAFSA!
- New York State (NYS) residents attending NYS schools can link directly to the TAP application from the FAFSA submission confirmation page.
- Have either graduated from high school in the United States, earned a high school equivalency diploma, or passed a federally approved "Ability to Benefit" test, as defined by the Commissioner of the State Education Department;
- have a combined federal adjusted gross income of \$125,000 or less;
- be pursuing an undergraduate degree at a SUNY or CUNY college, including community colleges and the statutory colleges at Cornell University and Alfred University;
- be enrolled in at least 12 credits per term and complete at least 30 credits each year (successively), applicable toward his or her degree program;
- if attended college prior to the 2019-20 academic year, have earned at least 30 credits each year (successively), applicable toward his or her degree program prior to applying for an Excelsior Scholarship;
- be in a non-default status on a student loan made under any NYS or federal education loan program or on the repayment of any NYS award;
- be in compliance with the terms of the service condition(s) imposed by a NYS award that you have previously received; and
- Execute a Contract agreeing to reside in NYS for the length of time the award was received, and, if employed during such time, be employed in NYS.
- **Application for 2020-2021 is not available, you may visit the HESC website to register your email and get notify when the application become available: <https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/the-excelsior-scholarship.html>**
- **Current Excelsior Scholarship recipients should not complete this application**

IMPORTANT TELEPHONE NUMBERS

New York City College of Technology
The City University of New York
financialaid@citytech.cuny.edu

Office of Financial Aid
(718) 260-5700/5790
(718) 260-8525 Fax

DEPARTMENT	ROOM	TELEPHONE	EMAIL
Admissions	NG 17	718-260-5500	admissions@citytech.cuny.edu
ASAP Program	E 203	718-254-8624	joinasap@citytech.cuny.edu
Bursar	NG 06	718-260-5510	bursar@citytech.cuny.edu
Business Office/TAP Office	NG 09	718-473-8900	TAPinfo@citytech.cuny.edu
CUNY EDGE	G 503	718-260-5187	cunyedge@citytech.cuny.edu
Financial Aid	NG 13	718-260-5700	financialaid@citytech.cuny.edu
Immunization Info	NG 17	718-260-5500	admissions@citytech.cuny.edu
First Semester Advisement	N 104	718-260-5013	Advisement4u@citytech.cuny.edu
Registrar	NG 15	718-260-5800	registrar@citytech.cuny.edu
Scholarships & Residency	N 401	718-260-5054	scholarshipsvcs@citytech.cuny.edu
SEEK Program	M 500	718-260-5680	seek@citytech.cuny.edu
Student Affairs	N 325	718-260-5430	studentaffairs@citytech.cuny.edu
Testing	G 206	718-260-5171	testingoffice@citytech.cuny.edu
Center for Student Accessibility	L 237	718-260-5143	jcurrie@citytech.cuny.edu
Veterans Support Services	L 236	718-260-4980	veterans@citytech.cuny.edu



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: 2020-2021 AWARD YEAR
(SUMMER 2020, FALL 2020, SPRING 2021)
APPLICATION FILING PERIOD: OCTOBER 1, 2019 TO JUNE 30, 2021**

STEP ONE: ACCESS 2020-2021 FAFSA AT: www.studentaid.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 2018 income tax return or other income information
- Tax filers (students and parents) should use the IRS Data Retrieval Tool through www.studentaid.gov to view and transfer their tax return information directly into their FAFSA
- You may also need other calendar year 2018 income documents (W2 Statement, bank statement)
- **City Tech Federal College Code: 002696**
- **Print a copy of your FAFSA and the Confirmation Page**
- **March 1, 2020: City Tech suggested filing deadline**

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 2018 income information. Tax filers will need a copy of the 2018 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 "2020" 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 May 2020.

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.studentaid.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: <https://studentaid.gov/sites/default/files/2020-21-fafsa.pdf>
- 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.