

300 JAY STREET, BROOKLYN, NY, 11201-1909 THE CITY UNIVERSITY OF NEW YORK OFFICE OF FINANCIAL AID / NAMM G-13 718.260.5700 / FAX 718.254.8525

## APTS (AID FOR PART-TIME STUDY)

## **HOW DO I APPLY?**

Applying for APTS is an annual process. First, you must complete the Free Application for Federal Student Aid on the Web (FOTW) at www.fafsa.gov. After completing the FOTW, click on "Optional Feature-Start your state application" located on the FAFSA Confirmation page, to link to the New York State's TAP-On-The-Web (TOTW) application.

After the two forms are completed on the web, you will need to complete a CUNY Financial Aid Supplement online by following the steps below:

- 1. Go to www.cuny.edu choose "Log-In" and then "CUNYFIRST" to access your account
- 2. On the home page screen select "STUDENT CENTER" under CUNYFIRST Menu
- 3. Select "Supplement Form" under FINANCES MENU
- 4. Type in NYT01 for institution
- 5. Type in 2025 for Aid Year. Select OK
- 6. After answering questions, select the white box affirming the information is accurate
- 7. Complete and submit the form

It is recommended that you complete all forms no later than September 27th for Fall 2024 and February 21st for Spring 2025.