



**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

May 17, 2020

Dear Student:

Welcome to City Tech!

File your award year 2020-2021 Free Application for Federal Student Aid (FAFSA) and New York State Tuition Assistance Program (TAP) applications (summer 2020, fall 2020, and spring 2021). **Do Not Delay. File Now!**

First, go to: www.studentaid.gov to file your 2020-21 FAFSA/Renewal FAFSA.

Second, complete the 2020-2021 TAP application through the link available on the *FAFSA submission confirmation* page or go to: <https://www.tap.hesc.ny.gov/totw/>

Use the IRS Data Retrieval option when you complete your FAFSA to transfer yours or your parents 2018 income tax information to your FAFSA.

See attached instructions for more information and go to the link below to access the guide on how to Navigate CUNYFirst:

[Guide to CUNYFirst](#)

Currently the Financial Aid office is closed until further notice. We are communicating via email at this time. Please email us with any questions and make sure to check your email for further updates.

Wishing you success in your academic endeavor!

Please disregard this notice if you have already filed your applications and resolved all problems with your applications.

Sincerely,

Sandra Higgins

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Director of Financial Aid

Encl.



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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 <https://www.tap.hesc.ny.gov/totw/> 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.