

# New York State Tuition Assistance Program (TAP) Application 2023-24 Academic Year

# **Applying for TAP**

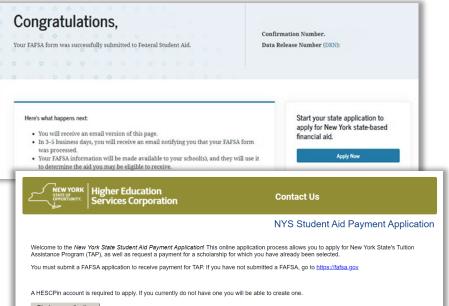
### A Student's Experience





# **Two Pathways to Apply for NYS Aid**

### **FAFSA to NYS Payment App**



#### Start my application

If you have any questions, click the Contact Us link above.

### **NYS DREAM Act Application**



Services News Government Local

Higher Education Services Corporation

Prepare Pay Repay Contact

### Senator José Peralta New York State DREAM Act



Higher Education Services Corporation

## **NYS DREAM Act Pathway**



hesc.ny.gov/dream

For students who do not meet citizenship eligibility for federal aid, such as undocumented and DACA students

- Students must meet special eligibility criteria
  - Graduating from a NYS high school after attending high school in NYS for two or more years



### **Complete DREAM Act Eligibility Application**

NEW YORK STATE OF OPPORTUNITY. High Serv	er Education ices Corporation	Home	Help Log Out	MSJTURNI my profile	R@GMAIL.COM
A STATE		- The s	1-	- AL	11.74
New York State DREAM Act Eligibility Form					
* indicates a required field. New York State Financial Aid					
*For what level of study are you seeking financial aid?	Undergraduate study		~		
*What year did/will you first enroll in undergraduate studies? (YYYY)	2023				
*For what school year are you looking to receive financial aid?	Select		~		
Student High School Education De	etails				
This section is used to identify your high school con <u>here</u> .)	npletion status to determine your eligibility under the	provisions of the New York Sta	te DREAM Act. (For	assistance in answering t	nis question, read
*What will your status be when you begin college in the school year you selected above?	Select		~		
				کسح	NEW YORK STATE OF OPPORTUNITY.

# **Upload Supporting Documents**

Request a callback

#### upporting Documents

The following documents are required to complete your eligibility verification application. If you are without lawful immigration status, or if you or your parent(s) do not have an SSN or TIN, please remove your street address and/or parent name(s) from all documents before uploading.

Proof of Citizenship or Immigration Status: You must provide your Visa, 1-797, USCIS Approval Letter, Birth Certificate, Social Security Card, TIN Documentation, or ISS1 Permanent Resident Card
or Alien Receipt Card to provide evidence for the immigration status you selected.

#### New York State High School Transcript or Equivalency Diploma Documentation (Unofficial):

- High Shool Transcripti: If you received a New York State high school diploma, you must provide a transcriptify from a New York State high school showing you were in Attendance for at test two (2) years and it must have your graduation date. If your transcript does not show your graduation date you must also provide your high school diploma. (Uplood sa a zip file by referring to the Uplood FAQ)
- New York State High School Equivalency Diploma Documentation: If you obtained your New York State high school equivalency diploma, you must upload your documentation.

Do not copy and paste the information into Microsoft Word<sup>™</sup> or any other word-based program. It will not be reviewed and will result in an incomplete application.

#### Upload Instructions:

- · All documents must be uploaded by you directly to this form.
- · Select the corresponding item in the drop down and click Browse to locate the file saved on your computer.

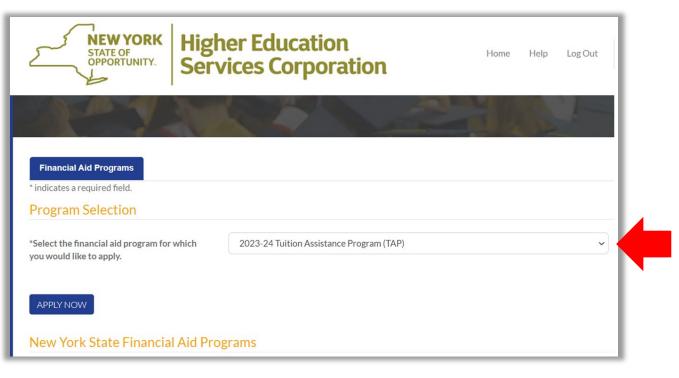
### Students are not required to upload documents at point of application



## **Monitor Status on NYS DREAM Act Portal**

NEW YORK SHATOCHINE SHATOCHINE Services Corporation	Home Help Log Out	1
Welcome to the José Peralta New York State DREAM Act.		
HESC Privacy Policy	CONTINUE TO APPLY FOR NYS FINANCIAL AID	
Applications		
2023-24 Tuition Assistance Program (TAP)	2022-23 Tuition Assistance Program (TAP)	
TAP Application STARTED	TAP Application STARTED	
2021-22 Tuition Assistance Program (TAP)	New York State HESC DREAM Act Eligibility	
TAP Application STARTED	Application Form COMPLETE	
	STATE OF OPPORTUNITY.	<ul> <li>Higher Education</li> <li>Services Corporation</li> </ul>

### **Apply for TAP and Other NYS Financial Aid**

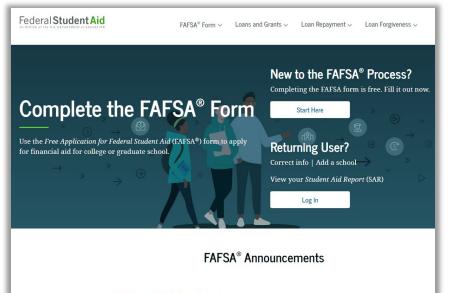




### 2023-34 DREAM Act TAP Application

Student College				
Please provide your college for which you are applying for Ne	ew York State financial aid.			
Select the college you will be attending:	Albany, University at	~		
College/University Student ID	00123456			
Before moving forward with the application, confirm that yo	ur College/University Student ID does not contain the following:			
SUNY' or 'CUNY' or 'N/A				
'City' or 'College' name				
Any special characters (ex. '_ '(underscore), '' (period),	'/' etc.)			
Any text containing a space in the middle of other char	racters			
A value of zero, equal to only one zero ('0') or equal to	all zeros			
Any response of more than twelve characters				
Student ID equal to the College Code, with or without	leading zeros			
<ul> <li>Leading spaces (e.g. ' 1204709')</li> </ul>				
- One letter or all the same letter (e.g. 'X' or 'XXXX')				
All or part of student's email address				
Student Dependency Status				
fou are asked about your dependency status to determine ye	our award amount <u>and</u> whether you will need to provide information about your parent, spouse or cl	ild along with your own.		
At any time since you turned age 13, were you:	none of the above.	~		
What was or will be your dependency status as of June 80, 2023?	lived with a parent/step-parent or adoptive parent for more than six weeks.	~		
Household Income				
	come. Your household income is considered to be the <mark>take home (or net)</mark> income of you and your s Lude any pension income and/or child support payments received.	oouse (if married) or you and your parents,		
ncome from other family members in the household such a	as siblings, aunts, uncles, and cousins should not be included.			
For 2021, what was your total household income? to not enter the \$ symbol	25000			
		{	NEW YORK STATE OF OPPORTUNITY.	Higher Educati Services Corpo
		~	STATE OF	I Ingrier Luucau

# **FAFSA to TAP Pathway**



#### 2023–24 FAFSA Form Available

The new 2023–24 FAFSA form is here! Some states and schools have limited funds, so don't delay! To begin your application, select the "START HERE" button on the FAFSA homepage.

- Applicants must file FAFSA prior to applying for NYS aid
- Must also meet FAFSA citizenship criteria (US Citizen or Permanent Resident)



Higher Education Services Corporation

# **Must Indicate NYS Resident on FAFSA**

1 Student Demographics	2 School Selection	3 Dependency Status	4 Parent Demographics	5 Parent Financials	6 Student Financials
	STUDENT INFORMA	idency and Eligib	bility		
	Have you lived i O Yes	n New York for at leas	it 5 years? ⑦		
	No What is your sta New York	te of legal residence?			
	Did you been	J. J. Me	w York before January 1	., 2017? ⑦	
	💿 No When did you b	ecome a legal resident	: of New York?		
	Month Year 09 202				
	Are you a U.S. ci Yes, I am a U.S	tızen? . citizen (or U.S. natior	nal). ~	0	
	Previous				Continue

- Students must be sure to list New York for the "State of Residence" question on FAFSA
- TAP application is not available for anyone indicating they live outside of NYS on FAFSA

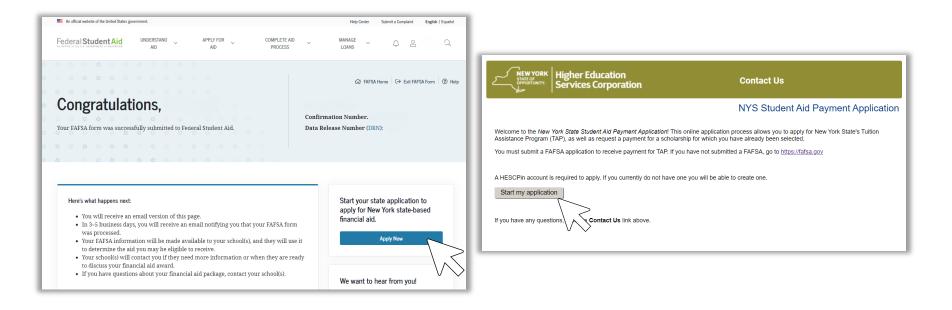


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## Must Include a College Located in NYS

	STUDENT INFOR	MATION olleges and Housing Info			
	Selected C				
÷	JI	Suny at Albany Federal School Code: 002835   Albany, NY   View Col Housing Plan	lege Info		
	$\sim$	Select Housing Plan v 🗇	👕 Remove		
	+ A	dd More Schools			
		Compare All Schools			
	Previous	3	Continue		
				NEW YORK STATE OF OPPORTUNITY.	Higher Education Services Corporation

## **FAFSA Confirmation Page Link**





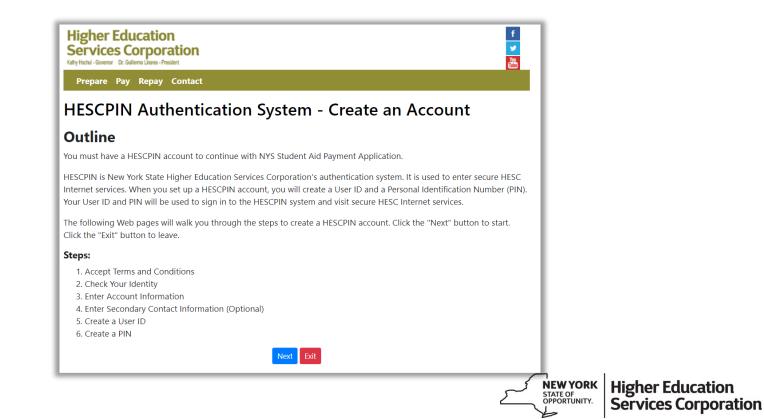
## **Applying for TAP Without Using FAFSA Link**

 If an applicant does not use the State application link on the FAFSA confirmation page, then they must wait three to five days for their FAFSA to be processed and received by HESC before trying to apply for the TAP application on hesc.ny.gov





## **Creating a HESC Account: Outline**



### **Accept Terms & Conditions**

Higher Education

Services Corporation

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#### **HESCPIN** Authentication System - Create an Account

#### **Accept Terms and Conditions**

In order to create a HESCPIN account, you must read and agree to the following terms and conditions. If you accept these terms, mark the checkbox at the bottom of the page and click the "Next" button. If you do not accept the terms or do not want to create a HESCPIN account, click the "Exit" button.

You

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Higher Education Services Corporation

The New York State Higher Education Services Corp. ("HESC"), an agency of New York State, operates www.hesc.ny.gov ("site") to conduct its business and as an informational source for the public. We welcome you and invite you to use it.

Your access to and use of this site is subject to the following Terms and Conditions, and applicable law and regulations. HESC may revise these Terms and Conditions anytime without notice. They bind you whenever you access or use this site, so you should review these pages periodically.

#### 🔏 Using www.hesc.ny.gov

Whenever you access this site or use this site, you accept without limitation, these Terms and Conditions. This site is intended for authorized use by authorized users only. Unauthorized attempts to upload or alter information on this site are strictly prohibited and may be punishable under state and federal law. Unauthorized attempts to view, download or alter the private information of other users contained herein is strictly prohibited and may be punishable under state and federal law. You may not distribute modify. conv. transmit use or reuse the content

Exit

I have read and accept the Terms and Conditions listed above. \* (Check this box):

# **Confirm Identity Information**

#### **HESCPIN** Authentication System - Create an Account

#### **Confirm Identity Information**

The following information will be used for identity verification. Review the identity information that you have entered. If all information is correct, click the "Next" button to check your identity. If any information is incorrect, click the "Go Back" button to enter the correct information. To leave without verifying identity, click the "Su'b button.

Required information is marked with a \*.

#### **User Information**

\*SSN: \*\*\*-\*\*-1111

\*Date of Birth: 01-01-2005

\*First Name: COOKIE

\*Last Name: MONSTER

Middle Initial:

#### Address Information

Please provide mailing address information to which printed communications and notifications can be delivered. Do not enter an email address. \*Mailing Address Line 1: Mailing Address Line 2:

> \*City: \*US State/Territories: NEW YORK

> > \*Zip Code:

Zip 4:

#### **Telephone Information**

\*Please complete at least one of the following, or both if available: Landline Telephone Country Prefix: UNITED STATES - 1 Landline Telephone Number: Mobile Telephone Country Prefix: UNITED STATES - 1 Mobile Telephone Number: Co Back Nett Lat  Applicants who transferred from FAFSA will not have to fill in this page and can click "next" to continue



# **HESC Account: Identity Verification**

- HESC verifies all student identity from their FAFSA application data when they first create their HESC User ID and PIN
- If the identity does not match any FAFSA on file, then the student will be asked to provide a NYS DMV-issued ID to validate their identity
  - Driver's License, Learner's Permit, Non-Driver's License ID



# **Identity Verification Errors**

- Mostly occurs when student creates a HESC account without linking from FAFSA confirmation page
- Student may need to cancel/recreate their HESC account to resolve
  - Student's name spelling (including multiple last names), date of birth, and/or their Social Security Number must match on both FAFSA and HESC



### **Confirm Email, Create Challenge Question**

Higher Education Services Corporation		f S
Prepare Pay Repay Contact		Taba
HESCPIN Authentication	System - Create an Account	
Enter Account Information		
Step 3: Enter your account information, then click the "Exit" button.	e "Next" button. To leave without creating a HESCPIN accoun	t, click the
Required information is marked with a *.		
Name:	MONSTER, COOKIE	
Enter the following information:		
A valid e-mail address is required for you to perf Please enter an alternative e-mail address that ca	orm an account reset. In be used to reset your account access or HESCPIN.	
*First E-Mail:	COOKIE.MONSTER@SESAME.COM	
*Re-enter First E-Mail:		
If our E-Mail is returned for some reason and you wi	ish to supply a second E-Mail address for us to try, please ent	er it below:
Second E-Mail:		
Re-enter Second E-Mail:		
Select a challenge question and provide an forgotten User IDs or PINs:	answer. Challenge questions will be used to help w	ith
*Challenge Question:	Select A Challenge Question	~
*Challenge Answer:		
Consent to Communication		
	ction with any Program for which I apply using any phone nu ns of communication, regardless of whether I incur a cost, the from any other source.	
	*I Consent 🗹	

Next Clear Exit



### **Secondary Contact Information (Optional)**

Higher Education Services Corporation General Katly Hotul Dr. Culterno Laters - President		f You		
Prepare Pay Repay Contact				
<b>HESCPIN</b> Authentication System	- Create an Account			
Enter Secondary Contact Information	n (Optional)			
You may optionally enter secondary contact information.	-			
To enter secondary contact information, please input values for all re To skip ahead without entering secondary contact information, pleas To leave without creating a HESCPIN account, click the "Exit" button	se click the "Skip" button.			
Required information is marked with a *.				
Name: MONSTER, CO	OKIE			
Enter the following information:	_			
	Ne	ext Skip		
Secondary Contact				
*First Name:				
*Last Name:				
Middle Initial:				
		ئے	NEW YORK STATE OF OPPORTUNITY.	Higher Education Services Corporat

## **Create a User ID**

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Prepare Pay Repay Contact

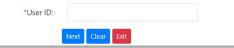
#### **HESCPIN** Authentication System - Create an Account

#### **Create a User ID**

Step 5: Enter a User ID that you would like to use in the HESCPIN system, then click the "Next" button. To leave without creating a HESCPIN account, click the "Exit" button.

#### Rules for Creating a User ID

- Every User ID in the HESCPIN Authentication System must be different.
- Your User ID must have at least 8 characters, but not more than 16 characters.
- You must use a combination of both letters (A-Z) and numbers(0-9) in your User ID. User ID's are not case sensitive.
- You must not use special characters (\_, -, +, %, \$, #, @, etc.) or spaces in your User ID.
- Choose a User ID that does not contain information that identifies you personally such as Social Security Number (SSN) or Date of Birth.
- You will be given three chances to create your own User ID before the system creates one for you.
- Required information is marked with a \*.



- Applicants must follow the rules for creating a User ID
- If a User ID cannot be created by the applicant, then one will be generated for them



# Create a Pin

#### Prepare Pay Repay Contact

#### **HESCPIN Authentication System - Create an Account**

#### **Create a PIN**

Enter a Personal Identification Number (PIN) that you would like to use, then click the "Next" button. To leave without creating a HESCPIN account, click the "Exit" button.

#### **Rules for Creating a PIN**

- PINs must be 4 numbers (0-9) long.
- Your PIN must not be one number repeated 4 times (example: 1111 or 9999), or 4 numbers in order going either up (example: 1234 or 6789) or down (example: 3210 or 9876).
- Your PIN must not be equal to the year of your date of birth (example: 1980), or the month and day of your date of birth (example for May 20th: 0520).
- PINs must not be the current year.
- Your PIN must not be the last four digits of your SSN.
- Your PIN must not be part of your User ID (example: If your User ID is borrower4267, your PIN must not be 4267).
- This PIN may be the same number that you use in other secure places.
- Store your PIN in a secure location. Do not share your PIN with others.

Required information is marked with a \*.



- Applicants must follow the rules for creating a PIN number
  - Cannot be the applicant's birthday, for example



### Security Incident, HESC Notifications Sign Up

#### Higher Education Services Corporation Kativ Hodul - Governy Dr. Gallerno Liness - President

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#### Electronic Notification in the Event of a Security Incident

Required information is marked with a \*.

If computerized data that includes non-public, personal information in HESC's possession concerning any individual is acquired, or if there is a reasonable belief that such information may have been acquired, by an unauthorized person or persons, HESC is obligated to notify the individual whose information is involved.

HESC shall, at your option, contact you for this purpose in one of two ways, either electronically at the HESCPin e-mail address on-file, or by a letter sent via First Class mail.

I have read and understand the Terms and Conditions listed above. I also give HESC my express consent to send an electronic notification to me in the event of any security incident involving my non-public, personal information in HESC's possession, and I understand that I will not receive any paper notification of the incident by mail. Such electronic notification should be sent to me at the e-mail address associated with my HESCPin.

Name: SG9, JOHN M.

\*Security Incident Notification Preference:

I accept email notification

O I decline email notification and request notification by mail



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#### **HESCPIN** Authentication System - **HESC** Notifications

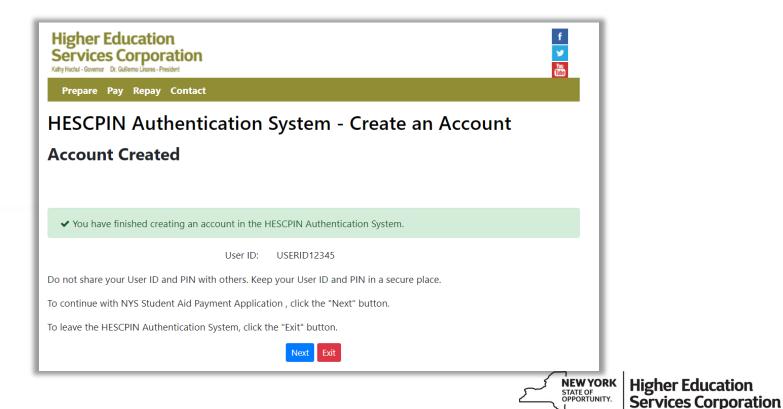
To serve you better, HESC would like to send you periodic emails designed to keep you up to date on news about student financial aid and accessing a college education. If you choose not to subscribe, you will only receive the standard emails from HESC regarding the New York State financial aid award programs for which you applied.

Yes, I would like to subscribe to receive the latest information about federal and New York State financial aid.





# **Account Successfully Created**

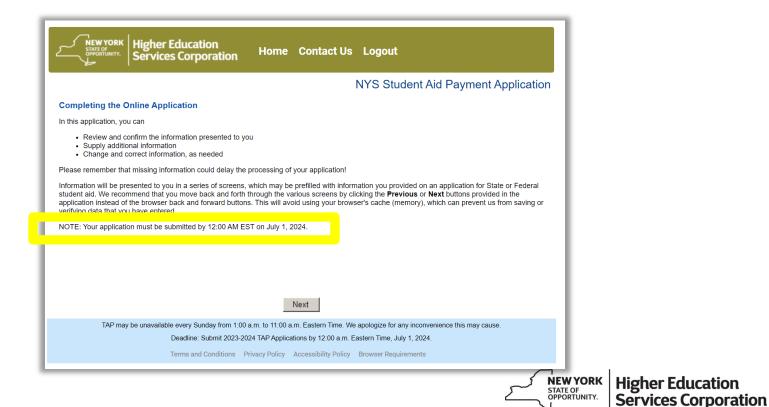


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### **Academic Year Selection Screen**

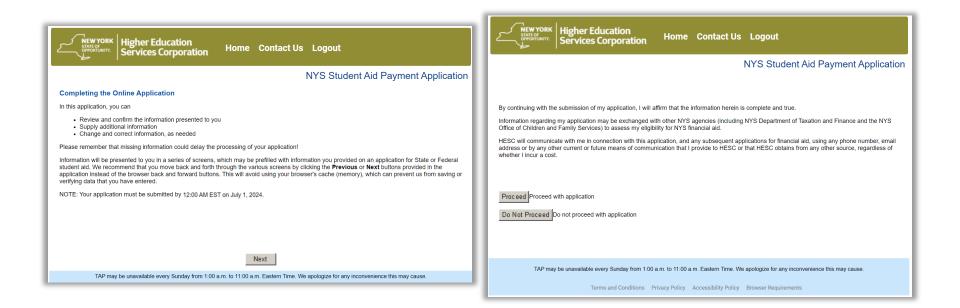
Higher Education STATE OF OPPORTUNITY. Services Corporation Home	Contact Us	Logout	
sea llenar la versión en español de la solicitud, pulse aquí.		NYS Student Aid Payment	Application
What academic year do you want to apply for NYS Student Aid	? 2023-2024 ∨	1	
what academic year do you want to apply for NYS Student Ald	? 2023-2024 V	J	
			Next
TAP may be unavailable every Sunday from 1:00 a.m. to 11:00 a	.m. Eastern Time. We	apologize for any inconvenience this may caus	e.
Terms and Conditions Privacy Policy	Accessibility Policy	Browser Requirements	
		کے	NEW YORK STATE OF OPPORTUNITY.

## **Application Navigation and Deadline**



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## **Application Outline and Affirmation**





### "You Must Submit a FAFSA" Error Message



 If a student tries to apply for TAP directly on HESC's website before their FAFSA is processed, then they will see this message



### **Personal Information Screen**

Left navigation tracks progress through the application

NEW YORK STATE OF OPPORTUNITY.	Higher Education Services Corporation Home Save Application Contact of Holp Logour	for 2	24 hours	
	NYS Student Aid Payment Application			
PERSONAL INFO COLLEGE MARITAL STATUS PARENT PARENTS INCOME FAMILY MEMBERS SIGNATURES SUMMARY	Personal Information         Please review the following information and update as needed.         Fields marked with an asterisk?) are required fields. Your application cannot be completed and submitted until all of the required fields have been completed.         First Name        Mi       'Last Name          Cookie       Mi       'Last Name          Cookie       Mi       'Last Name          'I23 Seame Street       'Zip         'City       State       Zip         New York       I23455         E-mail Address        Cookie.Monster @sesame.com         Otio/10/2005       (mm/dyyyy)         Did you live in New York State for all of the 2022 calendar year?       Yes       No         If you do not we work State. (if you were not a resident in 2022, enter 00/0000)       (mm/yyyy)         Select your current clitzenship status (select one):       ves       No         Are you an honorably discharged veteran?       Yes       No			
	Next	NEW YORK STATE OF OPPORTUNITY.	Higher Educati Services Corpo	on Fatior

Application may be saved for 24 hours

# **Common Mistake: NYS Residency**

Did you live in New York State for all of the 2022 calendar year? $ullet$ Yes $igtrianglet$ No	I
If you did not live in New York State for all of the 2022 calendar year, enter month and year in which you moved to New York State. (If you were not a resident in 2022, enter 00/0000)	I

- Students who indicate they do not meet the NYS residency requirements will be required to submit a residency review questionnaire.
  - Can be completed electronically through their HESC account (hesc.ny.gov/myaccount)



# New: NYS Residency Warning Pop-up

STATE OF OPPORTUNITY.	Services Corporation	Iome Save Application Contact	Us Help Logout
		NYS Student A	id Payment Applicati
PERSONAL INFO	Personal Information		
COLLEGE	Please review the following informat	tion and undate as needed	
MARITAL STATUS	, in the second s		
PARENT	Fields marked with an asterisk(*) an required fields have been completed	e required fields. Your application cannot be complete	d and submitted until all of the
PARENTS INCOME			-
NCOME	First Name	MI	*Last Name®
AMILY MEMBERS	Cookie	· · · ·	Monster
GNATURES	Street Address (Please use your pe	rmanent mailing address ) 🔞	
SUMMARY	123 Sesame Street		
	*City	Based on your response, if you did not live in	Zip
	New York	New York State for any time during the 2022 calendar year you do not meet the New York	12345
	E-mail Address 🖗	State residency requirements. Please review your response.	
	Cookie.Monster@sesame.com	<i>,</i> ,	
	□ If you do NOT have an e-mail a	Cancel	
	*Date of Birth (Cannot be changed,	see neip text) 🖤	
	01/01/2005 (mm/dd/yyyy)		
	Did you live in New York State for al	I of the 2022 calendar year? O Yes 🔍 No	
	lf	for all of the 2022 calendar year, enter month and year	ar in (mm/vvvv)

 Applicants will receive a pop-up warning message if they indicate they are not a NYS reisdent



# **Citizenship Status Verification**

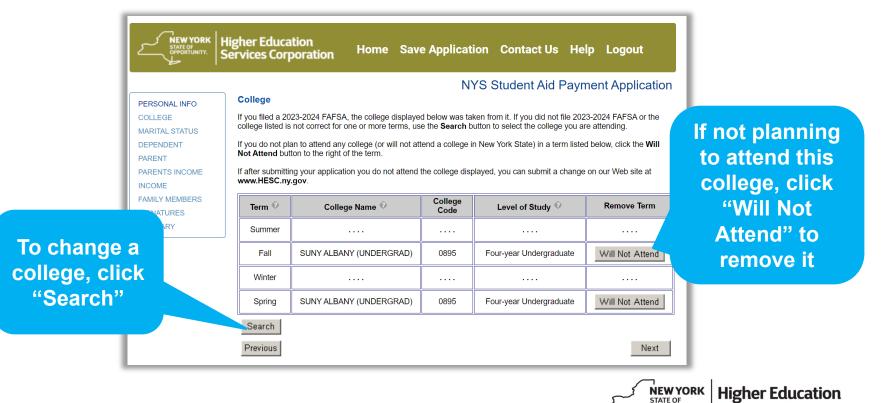
Select your current citizenship status (select one):

lect one): Permanent Resident Alien

- HESC will verify student citizenship statuses using information obtained from their processed FAFSA application.
- If FAFSA reports that a student's citizenship status cannot be verified, then documentation must be provided to HESC or FAFSA corrections will need to be submitted.



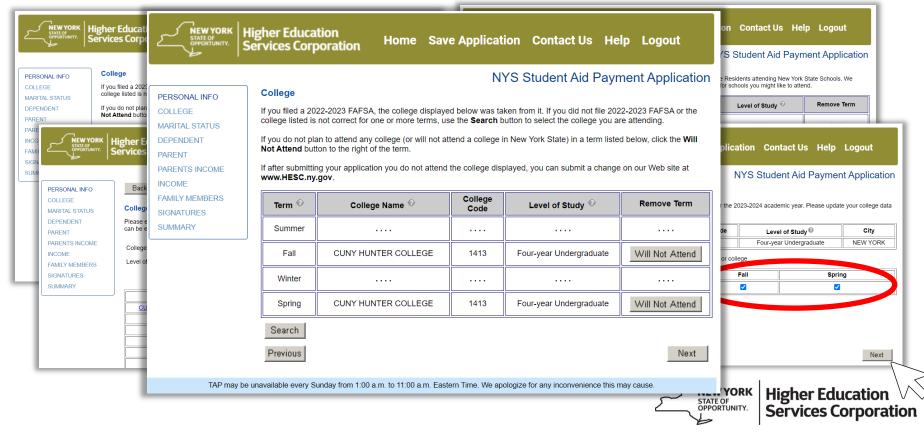
## **Review Prefilled College Info From FAFSA**



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**Services Corporation** 

# **Updating College Name on Application**



#### Student College ID Number If a student does not know their College ID number, then they can check **Higher Education Higher Education NEW YORK** the box and Home Save Application Contact Us Help Logout Home Services Corporation Services Corporation NYS Student Aid Payment Application continue Student College ID @ PERSONAL INFO Student College ID @ PERSONAL INFO COLLEGE COLLEGE Please enter the Student ID assigned by your college. If you do NOT have a Student ID, check the box. Please enter the Student ID assigned by your college. MARITAL STATUS MARITAL STATUS DEPENDENT DEPENDENT Please enter the Student ID assigned to you by CUNY HUNTER Please enter the Student ID assigned to you by CUNY HUNTER PARENT 23456789 PARENT COLLEGE COLLEGE PARENTS INCOME PARENTS INCOME INCOME Please re-enter the Student ID assigned to you by CUNY HUNTER INCOME Please re-enter the Student ID assigned to you by CUNY HUNTER 23456789 COLLEGE COLLEGE FAMILY MEMBERS FAMILY MEMBERS SIGNATURES SIGNATURES If you do NOT have a Student ID for this college, check this box $\checkmark$ If you do NOT have a Student ID for this college, check this box SUMMARY SUMMARY Previous Next Previous Next TAP may be unavailable every Sunday from 1:00 a.m. to 11:00 a.m. Eastern Time. We apologize for any inconvenience this may cause. TAP may be unavailable every Sunday from 1:00 a.m. to 11:00 a.m. Eastern Time. We apologize for any inconvenience this may cause



#### **Student Marital Status**

NEW YORK STATE OF OPPORTUNITY.	Higher Education Services Corporation Home	Save Application Contact Us Help Logout
		NYS Student Aid Payment Application
PERSONAL INFO COLLEGE MARITAL STATUS DEPENDENT PARENT PARENTS INCOME INCOME FAMILY MEMBERS SIGNATURES SUMMARY	Student Marital Status Please review the following information and up As of today, what is your Marital Status? Marital Status Date	pdate as needed. Single/Never Married ✓
TAP ma	Previous	n. Eastern Time. We apologize for any inconvenience this may cause.



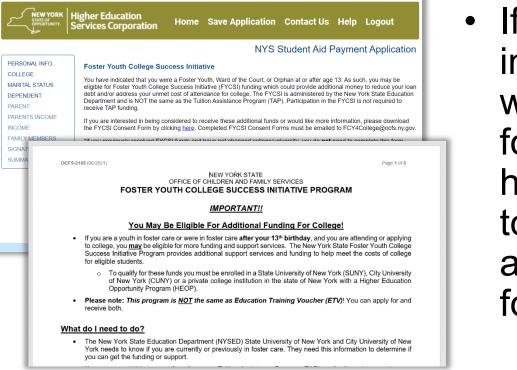
# **Independent or Dependent?**

r financial dependence status ter Care, Wards of the Court, rds. you claiming financial indepe	or Orphans a	at or after the age of 13			
ter Care, Wards of the Court, rds.	or Orphans a	at or after the age of 13			
ter Care, Wards of the Court, rds.	or Orphans a	at or after the age of 13			
	' endence from	vour parents?	, , , ,		
you claiming financial indepe	endence from	vour parents?			
				⊖ Yes	No
you a Foster Youth, Ward of	the Court or	Ornhan at or after are	132 🔞	◯ Yes	No
you u robier rouil, mara or	and obtain, or	orphan at or alter age		0 103	0 110

 Students who are wards of the court, have foster care status or other special conditions may declare financial independence from parents



#### **New: Foster Youth Success Initiative (FYSCI)**



 If the student indicates they are a ward of the court or foster youth, they will have the option to link to the FYSCI funds application to apply for addition aid



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# **Financial Independent Status Questions**

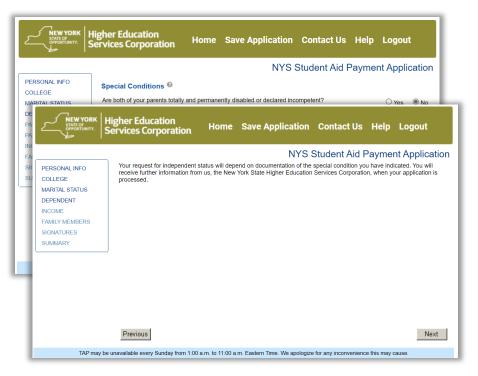
- These questions on are used to determine if the student is truly independent from their parent(s).
  - Student must answer
     NO to all questions if
     there is a special
     condition

NEW YORK STATE OF OPPORTUNITY.	Higher Education Services Corporation Home Save Application Contact Us Help Logout
	NYS Student Aid Payment Application
PERSONAL INFO COLLEGE MARITAL STATUS DEPENDENT PARENT INCOME INCOME FAMILY MEMBERS SIGNATURES SUMMARY	Financial Independence Status (FIS)         We assumed the following questions should all be answered "Yes". Please review these questions and change your information as needed.         Were you or will you be claimed as a dependent by either of your parents on their 2022 state or federal tax returns?          e Yes No         Were you or will you be claimed as a dependent by either of your parents on their 2023 state or federal tax returns?          e Yes No         Were you or will you be claimed as a dependent by either of your parents on their 2023 state or federal tax returns?          e Yes No         Did you live in an apartment, house, or building owned or leased by your parents for more than 6         e Yes No          No
	Did you live in an apartment, house, or building owned or leased by your parents for more than 6
	Have you received gifts, loans, or other financial assistance worth more than \$750 from your
	Will you be receiving gifts, loans, or other financial assistance worth more than \$750 from your  Yes  No parents in 2023?
	Previous
TAP may	be unavailable every Sunday from 1:00 a.m. to 11:00 a.m. Eastern Time. We apologize for any inconvenience this may cause.



# **Special Conditions**

 Students younger than 22 years old who declare financial independence must have a special condition to qualify as independent



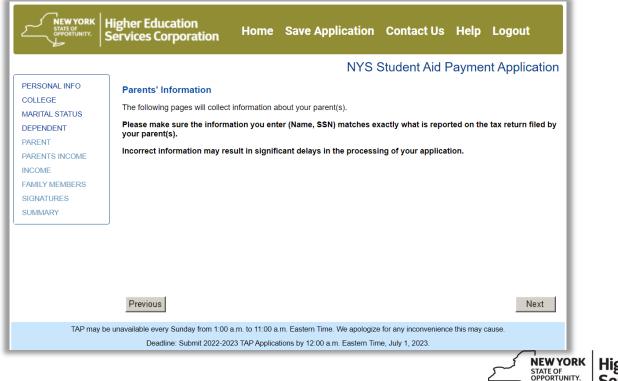


#### **Processing for Requests for Independence**

- Following the processing of the student's TAP application, a request for information will be put on the student's HESC account with a link to upload documentation verifying their status
  - Students can upload the same type of documentation shared with their financial aid offices for dependency override on FAFSA



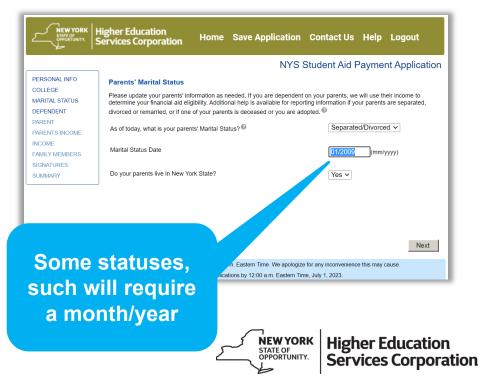
# **Dependent Students: Provide Parent Info**



Higher Education Services Corporation

# **Parent Marital Status**

- Choices include
  - Married/remarried
  - Separated/divorced
  - Widowed/deceased
  - Never Married
- Single parent household – Application will ask only for one parent's info



#### **Parent Income Tax Return Information**

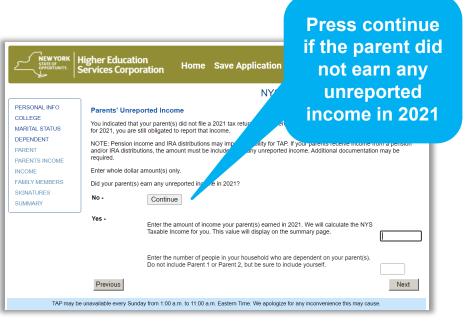
PERSONAL INFO COLLEGE MARITAL STATUS DEPENDENT	Parents' New York State Income Tax Return NOTE: TAP awards for the 2023-2024 academic year are Please indicate the New York State Income Tax Return you		Be sure to enter the
PARENT PARENTS INCOME INCOME FAMILY MEMBERS SIGNATURES SUMMARY	Parents' New York State Income Tax Return for 2021	IT-201 Resident Income Tax Return	appropriate 2021 NYS ta return type
	Previous	Next	

STATE OF OPPORTUNITY.

**Services Corporation** 

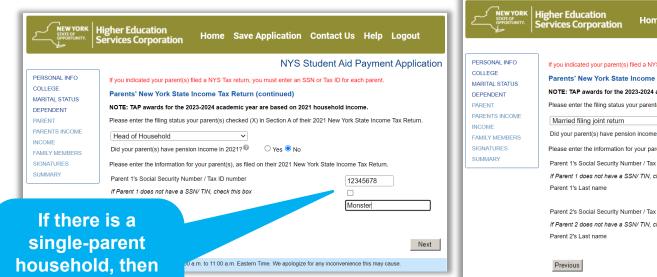
#### Parent "Will Not File Any Tax Return"

	NYS Student Aid Payment Application
RSONAL INFO DLLEGE IRITAL STATUS PENDENT RENT RENTS INCOME COME	Parents' New York State Income Tax Return         NOTE: TAP awards for the 2023-2024 academic year are based on 2021 household income.         Please Indicate the New York State Income Tax Return your parent(s) filed for 2021.         Parents' New York State Income Tax Return for 2021         Will not file a NYS Tax Return
NEW YORK STATE OF OPPORTUNITY.	Higher Education Services Corporation Home Save Application Contact Us Help Logout
	NYS Student Aid Payment Applicatior
PERSONAL INFO	Parents' Federal Income Tax Return @ NOTE: TAP awards for the 2023-2024 academic year are based on 2021 household income.
MARITAL STATUS	Please indicate the Federal Income Tax Return your parent(s) filed for 2021.
PARENT PARENTS INCOME NCOME FAMILY MEMBERS SIGNATURES SUMMARY	Parents' Federal Income Tax Return for 2021 Will not file any tax return





# **Parent Information**



Home Sav

#### If you indicated your parent(s) filed a NYS Tax retur appropriate box Parents' New York State Income Tax Retur NOTE: TAP awards for the 2023-2024 academic year are Please enter the filing status your parent(s) checked (X) in Section A of their 2021 New York Sta Did your parent(s) have pension income in 2021? 🔿 Yes 🔘 No Please enter the information for your parent(s), as filed on their 2021 New York State Income T Parent 1's Social Security Number / Tax ID number 1234 If Parent 1 does not have a SSN/ TIN, check this box Mon Parent 2's Social Security Number / Tax ID number If Parent 2 does not have a SSN/ TIN, check this box ~ Monster

TAP may be unavailable every Sunday from 1:00 a.m. to 11:00 a.m. Eastern Time. We apologize for any inconvenience this may cause



If a parent does not have a SSN or TIN, leave the **Social Security** 

Number box blank

and check the

only one parent's information may be provided

Next

## **Net Taxable Income if No Pension Income**

	Higher Education Services Corporation Home Save Application Contact Us Help Logout	
PERSONAL INFO COLLEGE MARITAL STATUS DEPENDENT PARENT PARENTS INCOME INCOME FAMILY MEMBERS SIGNATURES SUMMARY	NYS Student Aid Payment Applicate Parents' New York State Income NOTE: TAP awards for the 2023-2024 academic year are based on 2021 household income. Please enter the amount requested below. Enter whole dollar amount(s) only. Please enter the New York Taxable Income from line 37 of your parents' 2021 IT-201 Tax Return. New York Taxable Income from line 37 12345	Income is reported from line 37 of the 2021 NYS IT-201 tax return and will be verified by NYS Tax & Finance
TAP may t	be unavailable every Sunday from 1:00 a.m. to 11:00 a.m. Eastern Time. We apologize for any inconvenience this may cause.	WYORK Higher Education

Y

# **Common Question: Income Adjustments**

- Program regulations only allow for certain special circumstances to qualify for an adjustment of income:
  - Divorce or separation of parents
  - Death of a wage-earning parent
  - Total and permanent disability of a wageearning parent



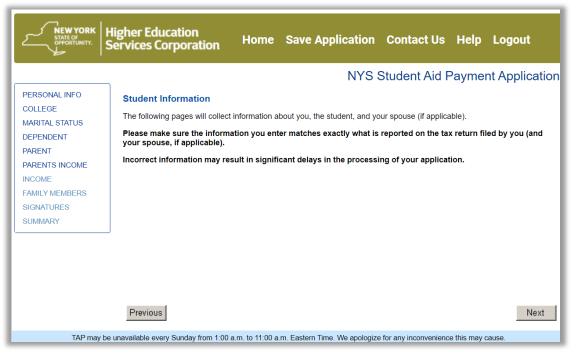
# **Parents' Disability Information**

NEW YORK STATE OF OPPORTUNITY.	Higher Education Services Corporation	Home Save Applicati	on Contact Us Help Logout
		NY	S Student Aid Payment Application
PERSONAL INFO COLLEGE MARITAL STATUS	Parents' Disability Inform Please indicate if Parent 1 or F	nation Parent 2 (or both) is permanently disat	bled.
DEPENDENT PARENT		Is parent permanently disabled?	Date parent became disabled:
PARENTS INCOME	Parent 1 Parent 100-00-0001	○ Yes <sup>●</sup> No	Date (mm/yyyy)
FAMILY MEMBERS SIGNATURES SUMMARY	Parent 2 Parent 100-00-0002	○ Yes <sup>®</sup> No	Date (mm/yyyy)
	-		
TAP may	Previous be unavailable every Sunday from 1:00	a.m. to 11:00 a.m. Eastern Time. We apo	Next logize for any inconvenience this may cause.



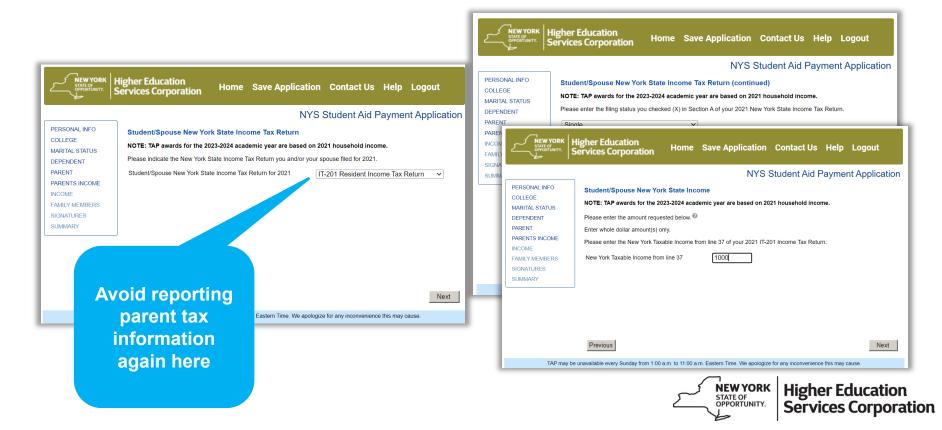


# **Transition Back to Student Information**





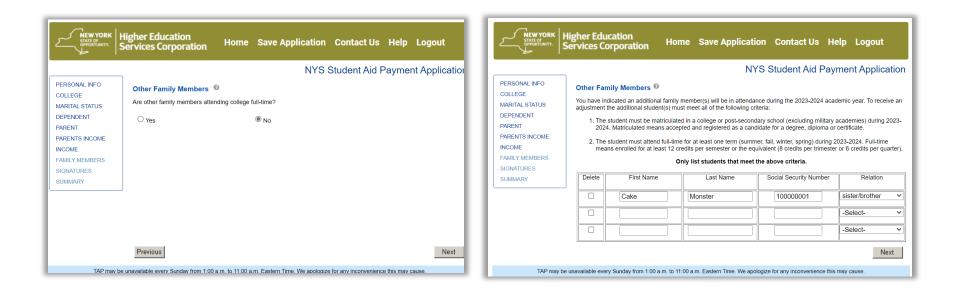
#### **Student/Spouse Income Information**



#### **Student/Spouse Did Not File Taxes**

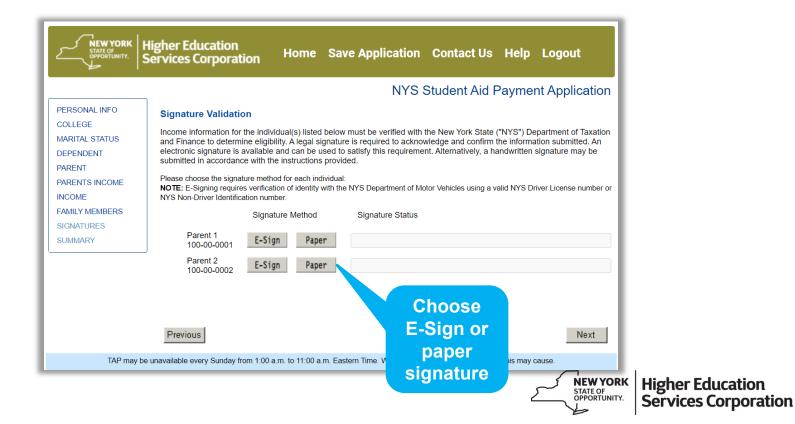
ERSONAL INFO	NYS Student Aid Payment Application Student/Spouse New York State Income Tax Return		
PERSONAL INFO	Student/Spouse New York State Income Tax Return         NOTE: TAP awards for the 2023-2024 academic year are based on 2021 household income.         Please indicate the New York State Income Tax Return you and/or your spouse filed for 2021.         Student/Spouse New York State Income Tax Return for 2021         Will not file a NYS Tax Return         Higher Education Services Corporation         Home       Save Application         Contact Us       Help         Logout         NYS Student Aid Payment Application         Student/Spouse Federal Income Tax Return	Services Corporation Home Save Application Contact Us	Payment Application id not file a return for 2021, you d income in 2021, please enter late the NYS Taxable Income spouse (if applicable) receive
COLLEGE MARITAL STATUS DEPENDENT PARENT PARENTS INCOME INCOME FAMILY MEMBERS SIGNATURES SUMMARY	NOTE: TAP awards for the 2023-2024 academic year are based on 2021 household income. Please indicate the Federal Income Tax Return you and/or your spouse filed for 2021. Student/Spouse Federal Income Tax Return for 2021 Will not file any tax return v	SUMMARY Income Amount 1000	Next
TAP may	Previous Next be unavailable every Sunday from 1.00 a.m. to 11.00 a.m. Eastern Time. We apologize for any inconvenience this may cause.	TAP may be unavailable every Sunday from 1:00 a.m. to 11:00 a.m. Eastern Time. We apologize for any inconvenience	

# **Other Family Members in College**





# **Signature Validation (Parent Signature)**



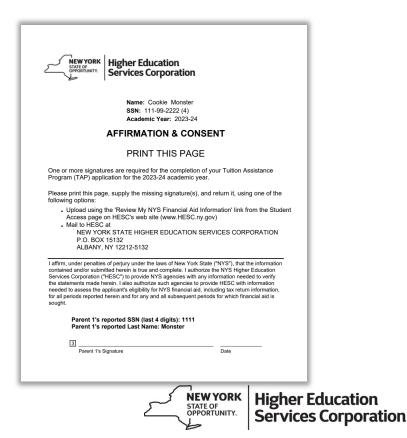
# **E-Signature: NYS DMV-issued ID**

E-Signature Validation		E-Signature Validation	
Parent 1 - Parent		PLEASE NOTE: • We were not able to process your E-Signature request. Please complete the paper Signature Validation form.	
NYS Driver License Number / NYS Non-dri Identification Number	12345678	Parent 1 - morgan	
Date of Birth	01/01/1972	NYS Driver License Number / NYS Non-driver Identification Number	
Higher Education Services Corporation ("H Information needed to verify the statements provide HESC with information needed to a aid, including tax return information, for all p subsequent periods for which financial aid i I agree, and it is my intent, to sign this appli box, and by electronically submitting this ap submitting this application in this fashion is andwritten signature on the submitted app	ein is true and complete. İ authorize the NYS ESC") to provide NYS agencies with any made herein. I also authorize such agencies to issess the applicant's eligibility for NYS financial periods reported herein and for any and all s sought. ication by typing my name, checking the "I Affirm" pipication. I understand that my signing and	Date of Birth     03/27/1964       I affirm, under penalties of perjury under the laws of New York State ("NYS"), that the information contained and/or submitted herein is true and complete. I authorize the NYS Higher Education Services Corporation ("HESC") to provide NYS agencies to provide HESC with information needed to verify the statements made herein. I also authorize such agencies to provide HESC with information, for all periods reported herein and for any and all subsequent periods for which financial aid is sought.       I agree, and it is my intent, to sign this application. I understand that my signing and submitting this application in this fashion is the legal equivalent of having placed my handwritten signature on the submitted application and this affirmation. I also consent to the submission by HESC to the NYS Department of Motor Vehicles any and all information	If e-signature does not work, then choose the paper signature option
I Affirm Please type your first and last name     E-Signature Mom		Please type your first and last name	
Submit	Cancel	* E-Signature morgan morgan Submit Cancel	

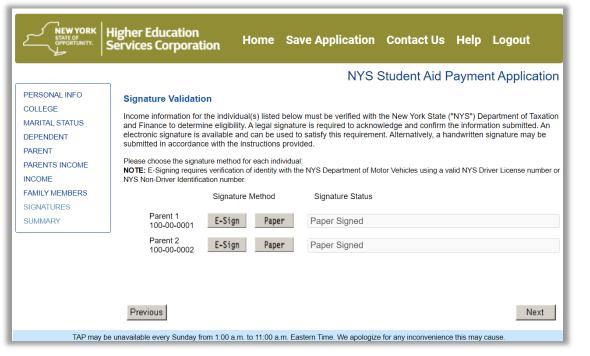
Services Corporation

# **Paper Signature Option**

- Paper signature pages may be printed or filled in and signed electronically
- Completed pages can be uploaded back through the student's HESC account once their TAP application is processed (three to five days from submission)



# **Successful Signature**





# **Application Summary**

NEW YORK STATE OF OPPORTUNITY. Services Corporati	ion Home Contact Us Help Logout	1
	NYS Student A	Aid Payment Application
IYS Student Aid Payment Application Sumr	mary	· · · ·
		Print this page
lease review your answers, which are displayed below uestion and correct your response.	w. If any of the information is not correct, please click on the corr	esponding link to return to the
IOTE: Pension income and IRA distributions may impa equired to submit additional documentation.	act eligibility for TAP. If you receive income from a pension and/c	r IRA distributions, you may be
his page will display any time you make changes. Thi age.	's page is for your confirmation only. To submit the application, p	lease click <b>Next</b> at the bottom of this
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emember to submit your application by July 1, 2024.		
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Personal Information		
First Name	Cookie	Modify Your Answer
Middle Initial	N/A	Modify Your Answer
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Last Name	Monater	Modify Your Answer
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Street Address	123 Sesame Street	Modify Your Answer
Street Address City	123 Sesame Street New York	Modify Your Answer Modify Your Answer
Street Address City State	123 Sesame Street New York NY	Modify Your Answer Modify Your Answer Modify Your Answer
Street Address City State Zip Code	123 Sesame Street           New York           NY           10002	Modify Your Answer Modify Your Answer Modify Your Answer Modify Your Answer
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Street Address City State Zip Code E-mail Address Date of Birth Resident before January 1, 2021? New York State Residency Date	123 Sesame Street           New York           NY           10002           Cookie.Monster@test.test           01/01/2005           Yes           N/A	Modify Your Answer Modify Your Answer Modify Your Answer Modify Your Answer Cannot Change Modify Your Answer Modify Your Answer Modify Your Answer
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Street Address City State Zip Code E-mail Address Date of Birth Resident before January 1, 2021? New York State Residency Date Citizenship Status	123 Sesame Street           New York           NY           10002           Cookie.Monster@test.test           01/01/2005           Yes           N/A           U.S. Citizen	Modify Your Answer Modify Your Answer Modify Your Answer Modify Your Answer Cannot Change Modify Your Answer Modify Your Answer Modify Your Answer

#### Select "Modify Your Answer" to make updates

Higher Education Services Corporation

NEW YORK STATE OF OPPORTUNITY.

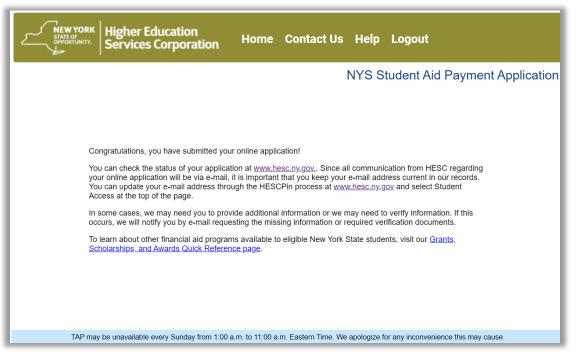
## Submit with Student E-Signature

NEW YORK STATO WORKING Services Corporation Home Contact Us Logout
NYS Student Aid Payment Application
I affirm, under penalties of perjury under the laws of New York State ("NYS"), that the information contained and/or submitted herein is true and complete. I authorize the NYS Higher Education Services Corporation ("HESC") to provide NYS agencies with any information needed to verify the statements made herein. I also authorize such agencies to provide HESC with information needed to assess my eligibility for NYS financial aid, including tax return information, for all periods reported herein and for any and all subsequent periods for which financial aid is sought.
I agree, and it is my intent, to sign this application by typing my name, checking the "I Affirm" box, and by electronically submitting this application. I understand that my signing and submitting this application in this fashion is the legal equivalent of having placed my handwritten signature on the submitted application and this affirmation. I understand and agree that by electronically signing and submitting this application in this fashion, I am affirming that I have read, understand, and agree to all provisions of this application.
* I Affirm 🗹
Please type your first and last name
* E-Signature Cookie Monster
If you do not wish to continue to submit your application electronically, please select "Do Not Submit." A paper TAP application can be mailed to you upon request by either: <ul> <li>visiting the HESC website at <a href="https://www.hesc.ny.gov/">https://www.hesc.ny.gov/</a>, clicking on "Student Access" and clicking the 'Request an Application for Student Aid' link</li> </ul>
or <ul> <li>visiting <u>http://reservation.hesc.ny.gov/scholarships</u> to schedule an appointment to speak with a HESC representative. Representatives are</li> </ul>
available from 8:30 am to 4:30 pm, Monday through Friday (excluding holidays).
Submit Submit my application
Do Not Submit Do not submit my application
Previous
TAP may be unavailable every Sunday from 1:00 a.m. to 11:00 a.m. Eastern Time. We apologize for any inconvenience this may cause.
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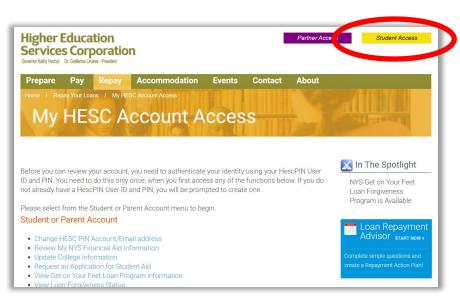
Higher Education Services Corporation

# **Congratulations!**





# Student Account Access at HESC.ny.gov



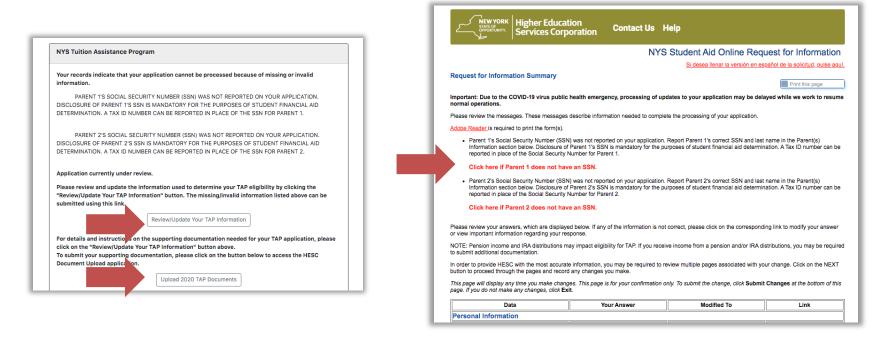
- Using account access students can;
  - Update the college on their application
  - Review their award information and submit missing information
  - Update contact information



# **Review My NYS Financial Aid Information**

<b>Review My NYS Financial Aid Information</b>						
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ecords indicate that you have information to view for the following programs:			grams:	ew for the following prog	information to vie	ecords indicate that you have
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		Award Status	Program	Award Amount	Term	2022-23
2022-23			-			2022-23 School
2022-23 School Term Award Amount Program Award Status		ESTIMATED	TAP AWARD	\$2400.00	FALL	School CUNY MANHATTAN CC

#### **Make Corrections, Download Forms**





#### **Submit Missing Documentation via Upload**

#### Tuition Assistance Program (TAP) Please note that, due to the COVID-19 virus public health emergency, the processing of applications and documentation and responses to emails and requests may be delayed while we work to resume normal operations. Academic Year : 2020-2021 The following information is based on processing completed as of 07/20/2020. Any changes submitted after that date by you or the school are not included in the following status. NYS Tuition Assistance Program Your records indicate that your application cannot be processed because of missing or invalid information. PARENT 1'S SOCIAL SECURITY NUMBER (SSN) WAS NOT REPORTED ON YOUR APPLICATION. DISCLOSURE OF PARENT 1'S SSN IS MANDATORY FOR THE PURPOSES OF STUDENT FINANCIAL AID DETERMINATION, A TAX ID NUMBER CAN BE REPORTED IN PLACE OF THE SSN FOR PARENT 1. PARENT 2'S SOCIAL SECURITY NUMBER (SSN) WAS NOT REPORTED ON YOUR APPLICATION. DISCLOSURE OF PARENT 2'S SSN IS MANDATORY FOR THE PURPOSES OF STUDENT FINANCIAL AID DETERMINATION. A TAX ID NUMBER CAN BE REPORTED IN PLACE OF THE SSN FOR PARENT 2. Application currently under review. Please review and update the information used to determine your TAP eligibility by clicking the "Review/Update Your TAP Information" button. The missing/invalid information listed above can be submitted using this link. Review/Update Your TAP Information For details and instructions on the supporting documentation needed for your TAP application, please click on the "Review/Update Your TAP Information" button above. To submit your supporting documentation, please click on the button below to access the HESC Document Upload applicat Upload 2020 TAP Documents

Higher Service	Higher Education f Services Corporation v Count May Ideal & Collema Laws - Instant	Π
Governor Kathy Hochs	HESC Documents Upload Document Upload History Log Out	
HESC Do	Upload Documents	
Uplo	This feature allows you to upload supporting documentation to HESC to be used in processing your application.	
This featu • Plea	<ul> <li>Please select the Document Type(s) being uploaded and choose the associated file.</li> <li>To upload additional documents, please click the 'Add another document' link at the end of the form.</li> <li>You may select a different program by clicking the 'Change Program' button.</li> </ul>	
Note: You	Acceptable file formats: BMP, GIF, JPEG, JPG, PDF, PNG, TIF, TIFF Maximum file size: 25 MB	
Program:	Note: You may upload a maximum of 15 documents per 30 days.	
Tuition	Program: Tuition Assistance Program (TAP) 2022	3
Select P	Change Program Document #1	Ρ.
	Document Type(s) SIGNATURE PAGE	
	Select File Browse	
- 1	Add another document	
l	Upload Documents STATE OF OPPORTUNITY. Services Corp	tion poration

# **Review Upload History**

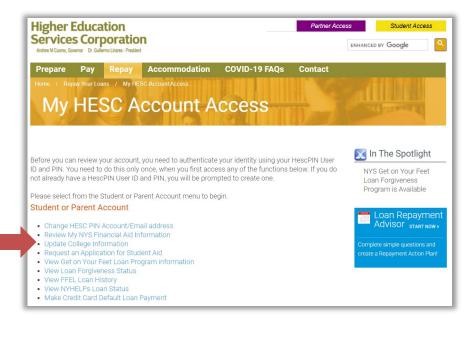
- Students can review their upload history to confirm we received their documents (may take a day or so to update)
- Document review times may vary depending on time of year submitted

Higher Education Services Corporation Advew M Canto, Governa Dr. Galterno Litares - Preddert		f Vite
HESC Documents Upl	Upload History	Log Out
Upload History		
	s that you have uploaded to HESC within the la , with the most recent uploads at the top of the	
- · · ·	cing longer than average wait times for files to our document again. Please continue to check this time. Thank you.	
Program	Document Type	Received Date
Tuition Assistance Program (TAP) 2020	SOCIAL SECURITY NUMBER (SSN) DOCUMENTATION	07/14/2020 22:27 PM
Tuition Assistance Program (TAP) 2020	SOCIAL SECURITY NUMBER (SSN) DOCUMENTATION	07/14/2020 22:27 PM
Tuition Assistance Program (TAP) 2020	SIGNATURE PAGE	07/14/2020 22:27 PM
Tuition Assistance Program (TAP) 2020	SIGNATURE PAGE	07/14/2020 22:27 PM



# **Changing College Names, Student IDs**

# Use "Update College Information" link to change colleges on the TAP application



Pending Schola	rship Application(s)	Complete	ed Application(s)		
Term	School Na	me	Program Name(s)	Student ID	Edit Student ID
Summer:					
Fall:	CUNY MAN CC - 1404	HATTAN	TAP UNDERGRAD AWARD		Add Student I
Winter:	CUNY MAN CC - 1404	HATTAN	TAP UNDERGRAD AWARD		Add Student I
Spring:	CUNY MAN	HATTAN	TAP UNDERGRAD		Add Student I
To change you Summer: Fall:	CC - 1404 r school enter new No change fo CUNY HUNTE	or this term	on below:		× Clear
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# **Questions?**

