New York State
Tuition Assistance Program (TAP)
Application Process
Applying for TAP

A Student’s Experience
Two Pathways to Apply for NYS Aid

FAFSA to NYS Student Aid

- Start your state application to apply for New York state-based financial aid.
- Does your brother or sister need to complete a FAFSA?
  
  If so, you can transfer your parents' information into a new FAFSA for your brother or sister to save time. Your parents will have to provide a signature again, but that's all.

NYS DREAM Act Application

- Senator José Peralta New York State DREAM Act

- Higher Education Services Corporation
  
  Services | News | Government | Local

- NYS Student Aid Payment Application

Welcome to the New York State Student Aid Payment Application! This online application process allows you to apply for New York State's Tuition Assistance Program (TAP), as well as request a payment for a scholarship for which you have already been selected.

You must submit a FAFSA application to receive payment for TAP. If you have not submitted a FAFSA, go to https://fafsa.gov.

A HESCRN account is required to apply. If you currently do not have one you will be able to create one.

- Start my application

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

Important: Due to the COVID-19 virus public health emergency, the processing of applications may be delayed while we work to resume normal operations.
NYS DREAM Act Pathway

• 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

hesc.ny.gov/dream
Complete DREAM Act Eligibility Application
Upload Supporting Documents

- Students are not required to upload documents at point of application
After Submitting Eligibility, Apply for TAP
Apply for TAP and Other NYS Financial Aid

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*Select the financial aid program for which you would like to apply.*

- 2019-20 Tuition Assistance Program (TAP)
- 2020-21 Tuition Assistance Program (TAP)
- Children of Deceased and Disabled Veterans
- Memorial Scholarship for Families of First Responders/Public Safety Officers
- Science, Technology, Engineering and Mathematics (STEM) Incentive Program
- Veterans Tuition Awards
Monitor Status on NYS DREAM Act Portal

Welcome to the José Peralta New York State DREAM Act.

Applications

- **Excelsior Scholarship**
  - Excelsior Application
  - Started

- **2019-20 Tuition Assistance Program (TAP)**
  - TAP Application
  - Started

- **New York State HESC Program Eligibility**
  - NYS DREAM Act Application
  - Started

Please note that all documents are processed within 5-7 business days from receipt.
FAFSA to TAP Pathway

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

You are eligible to transfer your FAFSA information into New York's state student aid application. Use the Start your state application link on the FAFSA confirmation page to transfer your information.

Note: This feature is only displayed once on the confirmation page after submitting your FAFSA.

Have you lived in New York for at least 5 years?
- Yes
- No
Common Mistake: State of Legal Residence

- 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
Must List a College Located in NYS
FAFSA Confirmation Page Link

Welcome to the New York State Student Aid Payment Application! This online application process allows you to apply for New York State’s Tuition Assistance Program (TAP), as well as request a payment for a scholarship for which you have already been selected.

You must submit a FAFSA application to receive payment for TAP. If you have not submitted a FAFSA, go to [https://fafsa.gov](https://fafsa.gov).

A HSBCPin account is required to apply. If you currently do not have one you will be able to create one.

If you have any questions, contact us link above.

Important: Due to the COVID-19 virus public health emergency, the processing of applications may be delayed while we work to resume normal operations.

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.

[Contact Us]

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Applying for TAP Without Using FAFSA Link

• If an applicant misses or has an issue using the TAP 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

HESCPIN Authentication System - Create an Account

Outline
You must have a HESCPIN account to continue with NYSL Student Aid Payment Application.

HESCPIN is New York State Higher Education Services Corporation’s authentication system. It is used to enter secure HESC Internet services. When you set up a HESCPIN account, you will create a User ID and a Personal Identification Number (PIN). Your User ID and PIN will be used to sign in to the HESCPIN system and visit secure HESC Internet services.

The following Web pages will walk you through the steps to create a HESCPIN account. Click the “Next” button to start. Click the “Exit” button to leave.

Steps:
1. Accept Terms and Conditions
2. Check Your Identity
3. Enter Account Information
4. Enter Secondary Contact Information (Optional)
5. Create a User ID
6. Create a PIN
Accept Terms & Conditions

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.

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

I have read and accept the Terms and Conditions listed above. *(Check this box):* ☑
Confirm Identity Information

HESGSPIN 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 "Exit" button.

User Information

- **Social Security Number:** ***-**-4567
- **Date of Birth:** 01-01-1996
- **First Name:** JOHN
- **Last Name:** STUDENT
- **Middle Initial:** M

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:**
- **State/Territory:** 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:**
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
Enter Account Information
Create a User ID

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 IDs 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 *.
Create a PIN

HESCPIN Authentication System - Create an Account

Create a PIN

Step 6: Enter a Personal Identification Number (PIN) that you would like to use, then click the "Done" 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 0759) or down (example: 2212 or 9959).
Your PIN must not be equal to the year of your date of birth (example: 1990), 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 borrows4267, 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 *.

- PIN: ****
- Re-enter PIN: ****

Next | Clear | Exit
Notification of a Security Incident

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: STUDENT, JOHN M.
Security Incident Notification Preference:
- [ ] I accept email notification
- [ ] I decline email notification and request notification by mail
HESC Notifications

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.

Next  Exit
Account Created

HESCPIN Authentication System - Create an Account

Account Created

✓ You have finished creating an account in the HESCPIN Authentication System.

User ID: JOHNSTUDENT19

Do not share your User ID and PIN with others. Keep your User ID and PIN in a secure place.
To continue with TAP ON THE WEB, click the "Next" button.
To leave the HESCPIN Authentication System, click the "Exit" button.
Academic Year Selection Screen

What academic year do you want to apply for NYS Student Aid? 2021-2022

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.
Application Navigation and Deadline

Completing the Online Application

In this application, you can

• Review and confirm the information presented to you
• Supply additional information
• Change and correct information, as needed

Please remember that missing information could delay the processing of your application!

Information will be presented to you in a series of screens, which may be prefilled with information you provided on an application for State or Federal student aid. We recommend that you move back and forth through the various screens by clicking the Previous or Next buttons provided in the application instead of the browser back and forward buttons. This will avoid using your browser’s cache (memory), which can prevent us from saving or confirming data that you have entered.

NOTE: Your application must be submitted by 12:00 AM EST on July 1, 2022.
Affirmation

By continuing with the submission of my application, I will affirm that the information herein is complete and true.

Information regarding my application may be exchanged with other NYS agencies (including NYS Department of Taxation and Finance and the NYS Office of Children and Family Services) to assess my eligibility for NYS financial aid.

HESC will communicate with me in connection with this application, and any subsequent applications for financial aid, using any phone number, email address or by any other current or future means of communication that I provide to HESC or that HESC obtains from any other source, regardless of whether I incur a cost.

Proceed

Do Not Proceed
“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

Application may be saved for 24 hours

Left navigation tracks progress through the application
Common Mistake: NYS Residency

Did you live in New York State for all of the 2020 calendar year?  
- Yes  
- No

If you did not live in New York State for all of the 2020 calendar year, enter month and year in which you moved to New York State. (If you were not a resident in 2020, enter 00/0000)

- 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: Citizenship Status Verification

Select your current citizenship status (select 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

To change a college, click “Search”

If not planning to attend this college, click “Will Not Attend” to remove it
If a student does not know their College ID number, then they can check the box and continue.
Student Marital Status

Please review the following information and update as needed.

As of today, what is your Marital Status? ©

Single| Never Married

Marital Status Date ©

( mm/yyyy)
Independent or Dependent?

NYS Student Aid Payment Application

**Dependent Status**
Your financial dependence status affects your TAP award. Additionally, applicants who were in Foster Care, Wards of the Court, or Orphans at or after the age of 13 may be eligible for higher awards.

Are you claiming financial independence from your parents? 

○ Yes  ○ No

Are you a Foster Youth, Ward of the Court, or Orphan at or after age 13? 

○ Yes  ○ No
Common Issue: Independence for NYS Aid

- Students age 36 and older are automatically considered independent for NYS financial aid
- Students ages 22 to 35 may claim financial independence without any special conditions
  - Must be able to answer NO to all Financial Independent Status (FIS) Questions
Financial Independent Status Questions

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 2020 state or federal tax returns?  
  - Yes  
  - No

- Were you or will you be claimed as a dependent by either of your parents on their 2021 state or federal tax returns?  
  - Yes  
  - No

- Did you live in an apartment, house, or building owned or leased by your parents for more than 6 weeks in 2020?  
  - Yes  
  - No

- Did you live in an apartment, house, or building owned or leased by your parents for more than 6 weeks in 2021?  
  - Yes  
  - No

- Have you received gifts, loans, or other financial assistance worth more than $750 from your parents in 2020?  
  - Yes  
  - No

- Will you be receiving gifts, loans, or other financial assistance worth more than $750 from your parents in 2021?  
  - Yes  
  - No
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 documentation shared with their financial aid offices for dependency override on FAFSA
Dependent Students: Provide Parent Info

Parents' Information
The following pages will collect information about your parent(s).

Please make sure the information you enter (Name, SSN) matches exactly what is reported on the tax return filed by your parent(s).

Incorrect information may result in significant delays in the processing of your application.
Parent Marital Status

Some marital statuses, such as married or divorce/separated will require a month/year.
Parental Income Tax Return Information

Be sure to enter the appropriate 2019 NYS tax return type; check taxes if necessary.
Parent “Will Not File Any Tax Return”

Press continue if the parent did not earn any unreported income in 2019 or report any untaxed income.

---

**Parents’ Unreported income**

You indicated that your parent(s) did not file a 2019 tax return. If they were supposed to file a tax return and did not file one for 2019, you are still obligated to report that income.

**NOTE:** Pension income and IRA distributions may impact eligibility for TAP. If your parents receive income from a pension and/or IRA distributions, the amount must be included with any unreported income. Additional documentation may be required.

Enter whole dollar amount(s) only.

Did your parent(s) earn any unreported income in 2019?

**No**

- Continue

**Yes**

Enter the amount of income your parent(s) earned in 2019. We will calculate the NYS Taxable Income for you. This value will display on the summary page.

Enter the number of people in your household who are dependent on your parent(s). Do not include Parent 1 or Parent 2, but be sure to include yourself.

**Previous**

**Next**
Parent Information

If a parent does not have a SSN or TIN, leave the Social Security Number box blank and check the appropriate box.

If there is a single-parent household, then only one parent’s information may be provided.
Net Taxable Income if No Pension Income

Income reported from line 37 of the 2019 NYS IT-201 tax return. Will be verified with NYS Tax & Finance.
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 wage-earning parent
Parents’ Disability Information

Please indicate if Parent 1 is permanently disabled.

- Yes
- No

Date parent became disabled:

Date (mm/yyyy)
Transition Back to Student Information

NYS Student Aid Payment Application

**Student Information**
The following pages will collect information about you, the student, and your spouse (if applicable).

Please make sure the information you enter matches exactly what is reported on the tax return filed by you (and your spouse, if applicable).

Incorrect information may result in significant delays in the processing of your application.

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.

Deadline: Submit 2021-2022 TAP Applications by 12:00 a.m. Eastern Time, July 1, 2022.
Student/Spouse Income Information

Do not double report parent tax info here.
Student/Spouse Unreported Income

You indicated that you did not file a 2019 tax form. If you were required to file a tax form and did not file a return for 2019, you are still under an obligation to report that income. If you or your spouse earned any unreported income in 2019, please enter the amount of income you and your spouse (if you are married), earned in 2019. We will calculate the NYS Taxable Income for you. This figure will display on the summary page.

NOTE: Pension income and IRA distributions may impact eligibility for TAP. If you and/or your spouse (if applicable) receive income from a pension and/or IRA distributions, the amount must be included with any unreported income. Additional documentation may be required.

Enter whole dollar amount(s) only.

Income Amount: $0

Do you have dependent children? Yes No

Previous Next
Other Family Members in College

NYS Student Aid Payment Application

Other Family Members

Are other family members attending college full-time?

- [ ] Yes
- [x] No
Signature Validation (Parent Signature)

Signature Validation

Income information for the individual(s) listed below must be verified with the New York State ("NYS") Department of Taxation and Finance to determine eligibility. A legal signature is required to acknowledge and confirm the information submitted. An electronic signature is available and can be used to satisfy this requirement. Alternatively, a handwritten signature may be submitted in accordance with the instructions provided.

Please choose the signature method for each individual.

NOTE: E-Signing requires verification of identity with the NYS Department of Motor Vehicles using a valid NYS Driver License number or NYS Non-Driver Identification number.

Choose E-Sign or paper signature
E-Signature: NYS DMV-issued ID

If e-signature does not work, then choose the paper signature option.
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

NYS Student Aid Payment Application

**Signature Validation**

Income information for the individual(s) listed below must be verified with the New York State ("NYS") Department of Taxation and Finance to determine eligibility. A legal signature is required to acknowledge and confirm the information submitted. An electronic signature is available and can be used to satisfy this requirement. Alternatively, a handwritten signature may be submitted in accordance with the instructions provided.

Please choose the signature method for each individual:

**NOTE:** E-Signing requires verification of identity with the NYS Department of Motor Vehicles using a valid NYS Driver License number or NYS Non-Driver Identification number.

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<td>101-01-0101</td>
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<td>Paper Signed</td>
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Application Summary

Select “Modify Your Answer” to change any reported information.
Submit with Student E-Signature

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 [sam odoms]

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 calling the HECS Communications Center at 888-697-4372.

Submit it Submit my application

Do Not Submit Do not submit my application

Previous
Congratulations, you have submitted your online application!

HESC will contact you by e-mail when your application has been processed. However, due to the COVID-19 virus public health emergency, the processing of applications may be delayed while we work to resume normal operations.

You can check the status of your application at [www.hesc.ny.gov](http://www.hesc.ny.gov). Since all communication from HESC regarding your online application will be via e-mail, it is important that you keep your e-mail address current in our records. You can update your e-mail address through the HEBCPIn process at [www.hesc.ny.gov](http://www.hesc.ny.gov) and select Student Access at the top of the page.

In some cases, we may need you to provide additional information or we may need to verify information. If this occurs, we will notify you by e-mail requesting the missing information or required verification documents.

To learn about other financial aid programs available to eligible New York State students, visit our [Grants, Scholarships, and Awards Quick Reference page](http://www.hesc.ny.gov/).
HESC.ny.gov/myaccount