

HOW TO APPLY FOR NEW YORK STATE TUITION ASSISTANCE PROGRAM (TAP)

The New York State TAP grant is determined by your family's New York State net Taxable income. You must **file a separate application** every award year to determine eligibility. The TAP amount that appears on the Financial Aid Award Notice is only an **estimated award** until NYS determines your actual award amount.

TAP is limited to 8 semesters for eligibility (10 semesters for SEEK students). Additional details are available here:
<https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/grants/tap-eligibility.html>

How to Apply

If you missed the direct link from the FAFSA application, or you have received emails from HESC/John Jay informing you to apply, follow the instructions below to start a *new* TAP application.

1. Visit the website <https://www.tap.hesc.ny.gov/totw/>
2. Click on 'start my application' to sign into your HESC account. (If you are a first-time user, click on the link to create your HESC account. Make sure to answer all questions accurately.)
If you are a returning student, enter your information to sign into your account.
3. You will be asked to confirm your contact information. Check the box to confirm then select 'Continue'
4. Select the 2023-24-year TAP Application. *Answer all questions accurately.*

*Make corrections where needed. Enter your CUNYFirst EMPL ID# where you are asked for HESC student ID#

*Ensure the John Jay college code is indicated on the application - **CUNY – Undergraduate John Jay College code – 1414**

2023-24 TAP Awards are based on **2021 NY State income taxes**.

- If the IT-201 tax form was filed; enter the taxable income from lines #26, #29 & #37.
- If the IT-203 tax form was filed; enter the taxable income from lines #25, 28 and 36.

***Ensure all names and SS #s /Tax ID #s match exactly to the 2021 NYS Tax information.**

Click the 'NEXT' button at the end of application. To complete the processing of the application you must click 'SUBMIT'.

****New York State does not provide TAP funding for graduate students.**

How to Check the Status of a TAP application

1. Access your HESC account [here](#)
2. Select "My NYS Financial Aid" then select 'Review my NYS financial aid information' to log in & view the application status.

*If the award is denied or there are errors on the application, select **View Details** to see errors reported. Click 'Review my NYS Financial Aid Information' & select the '2023-24' information button to get into the on-line TAP Change form for corrections. Use your User ID and PIN# to make the corrections online and change the school code if needed and/or add your **CUNYFirst EMPL ID#** as the HESC student ID# if it is missing.*

How to Change School Code

(Additional instructions available here: <https://www.youtube.com/watch?v=zg6DyFD0rGY>)

1. Log into your HESC account at: www.hesc.ny.gov
2. Select 'Student Access'
3. Select "Update College Information" and enter your HESC user ID and PIN.
You will be asked to confirm your contact information. Check the box to confirm then select 'Continue'
4. Select the 'Completed Application' tab to view the application you want to make the changes for.

***Be sure to only change the school listed for the semester(s) that you will be attending a different school.**

Changes are generally reflected in CUNYFirst within 7-14 business days.