



Financial Aid Office
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HOW TO APPLY FOR TUITION ASSISTANCE PROGRAM (TAP) 2021-22 ACADEMIC YEAR

If you missed the link from FAFSA application to apply for the NYS TAP online or HESC and CUNY have sent you emails to apply for the New York State Financial Aid TAP Award, please go to the NYS TAP Application web site at: www.tapweb.org/totw/ (**HESC NO LONGER MAILES PAPER APPLICATIONS**)

Follow the instructions below. Results are sent via email in approximately 10 days.

INSTRUCTIONS

If you **do not** have a User ID and Pin#, select the "First-Time user" option. Answer the questions asked; you will then be asked to create a User Id and PIN #.

If you already have an ID and Pin#, enter in the information. Select Login and click the **2021-22-year TAP Application**. Make sure to answer all questions accurately. Enter your **CUNYFirst EMPL ID#** on the application where it asks for HESC student id#. Use the **2019 New York State taxes** when asked about the tax information. If the IT-201 tax form was filed; TAP requires the taxable income on line #26, #29 & #37. If the IT-150 tax form was filed; TAP requires the taxable income on line #16 & #25. Make corrections where needed. At end of the application click the NEXT button. You must click SUBMIT button to complete the processing of the application.

Please enter your CUNYFirst EMPL ID# on your TAP application where it asks for HESC student id#.

Make sure the college code is 1414 for CUNY - John Jay College Undergraduate Students.

The college code for graduate level Veterans Students is 5216.

Graduate level students are no longer eligible for TAP.

HOW TO CHECK THE STATUS OF YOUR TAP AWARD

If you have already applied for TAP, you will be able to check your status approximately 10 days later.

- Go to: www.hesc.ny.gov Click on Student Access; click Review my NYS financial aid information, type in your TAP User ID and password. Fill in the information that is asked for the **2021-22** year. If the TAP award is approved, you will see the school name and the TAP Award amount. Correct the school name for Fall and Spring if it is incorrect by using the search box (change to CUNY John Jay College for both semesters). Enter your **CUNYFirst EMPL ID#** on your TAP application where you are asked for the HESC student id#. The information will be accessible to you and the college within 10 days.
- If the award is denied or there is an error on the application: scroll down to see what the problem is as well as how to view the application online. Click "***Review my NYS Financial Aid Information 2021-22-year information***" button on the screen to get into the on-line TAP Change form to make corrections. Use your User ID and PIN # to make the corrections online and to change the school code if needed. Add your **CUNYFirst EMPL ID#** as the HESC student ID# if it is missing. At the bottom of the summary page, be sure you click the SUBMIT CHANGES button. On the next page, click the PROCEED or PROCESS BUTTON in order for the changes you made to be processed. The information will be accessible to you and the college within 10 days.