

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>

STEP 1: Visit the website <https://www.tap.hesc.ny.gov/totw/>

STEP 2: Click on 'start my application'

STEP 3: **First Time users must click on the link to create an account.** Make sure to answer all questions accurately. Returning students enter the requested information then click on enter. If you forgot the user id or pin, click on the link to retrieve the information.

STEP 4: Select the **2022-23-year TAP Application**.

****Note:** Answer all questions accurately.

2022-23 TAP Awards are based on **2020** New York State income taxes.

- If the IT-201 tax form was filed; TAP needs the taxable income on line #26, #29 & #37.
- If the IT-150 tax form was filed; TAP needs the taxable income on line #16 & #25.

Make corrections where needed. Click **NEXT** button at the end of application. To complete the processing of application you must click **SUBMIT** button. Enter your CUNYFirst EMPL ID# where you are asked for HESC student id

Ensure the correct college code is indicated on the application

CUNY – Undergraduate John Jay College code – 1414

New York State does not provide TAP funding for graduate students. TAP is available for students with remaining eligibility who enroll for a second degree at the undergraduate level.

CHECK STATUS OF TAP AWARD

STEP 1: log into your HESC account [here](#)

STEP 2: select "My Account" to log in & view TAP application status. Students may also call HESC by phone at 1-888-697-4372 for 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 '2022-23' information button on the screen to get into the on-line TAP Change form for corrections. Use your User ID and PIN # to make the corrections online and change school code if needed and add your CUNYFirst **EMPL ID#** as HESC student ID# if it is missing.

CHANGE SCHOOL CODE

STEP 1: log into your HESC account at: www.hesc.ny.gov

STEP 2: Select "Student Access,"

STEP 3: Select "Change TAP College Code/Address" and enter your HESC user ID and PIN.

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

Changes are generally available within 7-14 business days.