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.


**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/](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 Change School Code**

(Additional instructions available here: [https://www.youtube.com/watch?v=zh6DyFD0rGY](https://www.youtube.com/watch?v=zh6DyFD0rGY) )

1. Log into your HESC account at: [www.hesc.ny.gov](http://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.