

## NYS Tuition Assistance Program (TAP) Instructions

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The TAP application is for New York State residents to apply for NY State financial aid. After completing the [FAFSA](#), you will be directed to the Higher Education Services Corporation ([HESC](#)) website to fill out the TAP application.

If you missed the link after submitting your FAFSA, you will receive an email from HESC with information on how to complete your TAP application. **\*Note: The TAP amount that appears on the Financial Aid Award Notice is an estimate – it is not finalized 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](#)

**How to Apply** - Go to: <https://www.tap.hesc.ny.gov/totw/>

1. 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.
2. You will be asked to confirm your contact information. Check the box to confirm then select 'Continue'
3. Select the 2024-25-year TAP Application. *Answer all questions accurately.*

**\*\*2024-25 TAP Awards are based on 2022 New York State income taxes.**

Enter the NYS exemptions and income from the appropriate lines on the return, using the following info as a guide.

- If the IT-201 tax form was filed – enter Exemptions from line 36 & Income from the Sum of lines 26, 29 and 37
- If the NYS IT-203 tax form was filed – enter Exemptions from line 35 & Income from the sum of lines 25, 28 and 36

\*Ensure the correct college code is indicated on the application - **John Jay College code – 1414**

**\*\*Enter your CUNYFirst EMPL ID# where you are asked for HESC student id.**

**\*\*\*Ensure all names, SS/TAX ID#s are correct & match the information on the 2022 NYS taxes.** Click the 'NEXT' button at the end of application. Then click **SUBMIT**.

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

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### **How to Check the Status of a TAP application**

1. Log into your HESC account at: <https://www.hesc.ny.gov/repay-your-loans/my-hesc-account-access>
2. Select "My NYS Financial Aid" then select 'Review my NYS financial aid information' to log in & view TAP 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 '2024-25' information button to get into the online 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 - John Jay College code – 1414**

(Additional instructions available here: <https://www.youtube.com/watch?v=zg6DyFDOrGY> )

1. Log into your HESC account at: <https://www.hesc.ny.gov/repay-your-loans/my-hesc-account-access>
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.**

Updates are generally available within 7-14 business days.