HOW TO APPLY FOR TUITION ASSISTANCE PROGRAM (TAP) 2020-21 ACADEMIC YEAR

You missed the link from the FAFSA to apply for the NYS TAP Application online. HESC and CUNY have sent you emails
to tell you to apply for the New York State Financial Aid: TAP Award. Please go to the State Aid TAP Application web site
at:  www.tapweb.org/totw/

Follow the instructions below. HESC NO LONGER MAILS PAPER APPLICATIONS. Results will be sent by 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 that information. Select Login and click the 2020-21-year TAP
Application. Make sure to answer all questions accurately. Enter your CUNYFirst EMPL ID# on your TAP application
where it asks for HESC student id#. Use the 2018 New York State taxes when asked about the tax information. 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. 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 asked for 2020-21 year. If the TAP award is approved, you
  will see the school name and the TAP Award amount. Please correct the school name for Fall and Spring if
  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 and you will see what the problem is as
  well as how to view the application online. Click “Review my NYS Financial Aid Information 2020-21-
  year 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 to change the school code if needed. Add your
  CUNYFirst EMPL ID# as 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.