

New York State Tuition Assistance Program (TAP) Application 2022-23 Academic Year

Applying for TAP

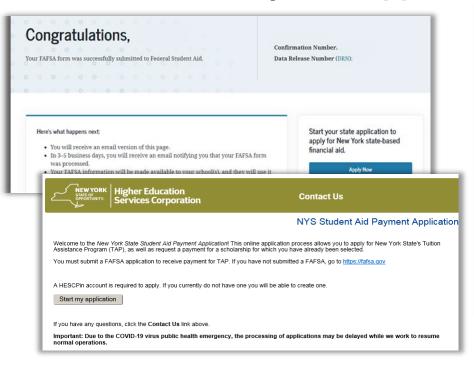
A Student's Experience





Two Pathways to Apply for NYS Aid

FAFSA to NYS Payment App



NYS DREAM Act Application



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NYS DREAM Act Pathway

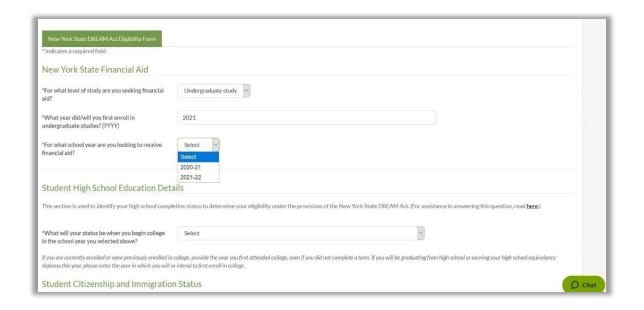


hesc.ny.gov/dream

- For students who do not meet citizenship eligibility for federal aid, such as undocumented and DACA students
- Students must meet special eligibility criteria
 - Graduating from a NYS high school after attending high school in NYS for two or more years

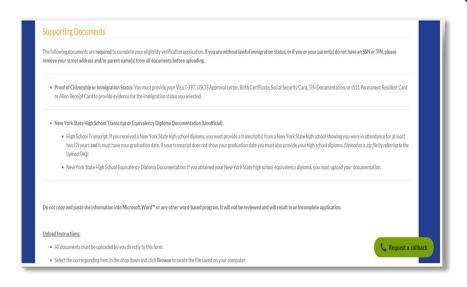


Complete DREAM Act Eligibility Application





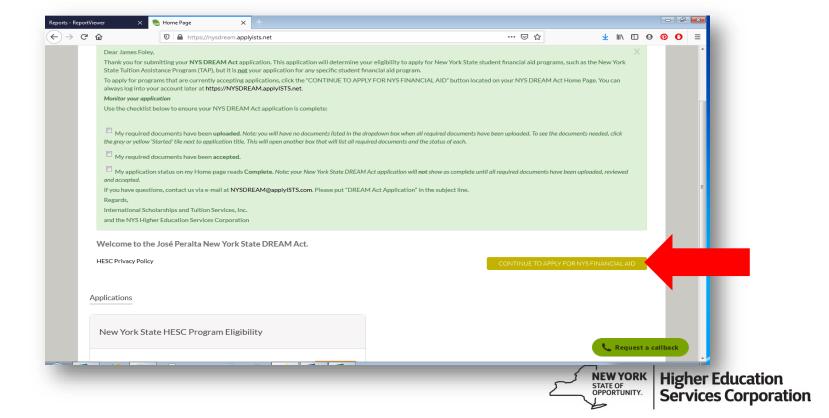
Upload Supporting Documents



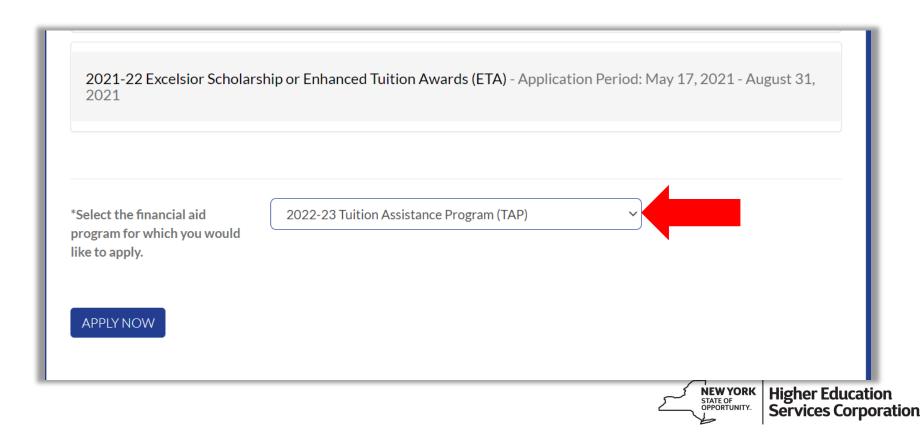
 Students are not required to upload documents at point of application



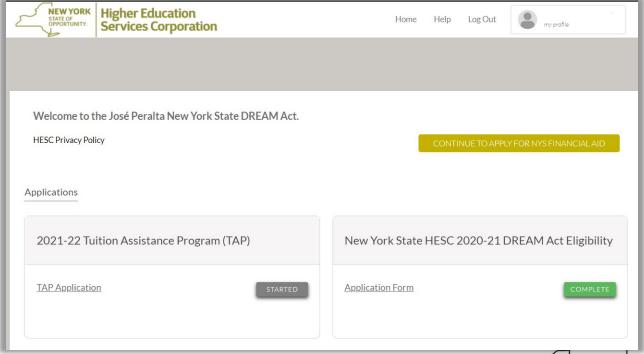
After Submitting Eligibility, Apply for TAP



Apply for TAP and Other NYS Financial Aid



Monitor Status on NYS DREAM Act Portal



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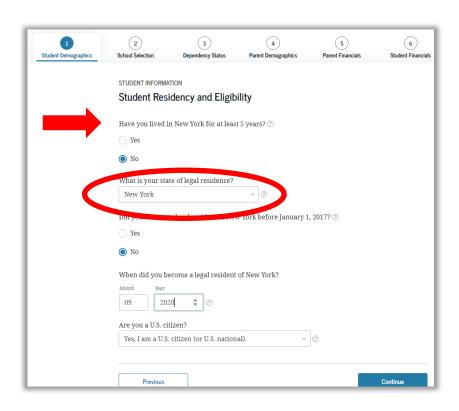
FAFSA to TAP Pathway



- Applicants must file FAFSA prior to applying for NYS aid
- Must also meet
 FAFSA citizenship
 criteria (US Citizen or
 Permanent Resident)



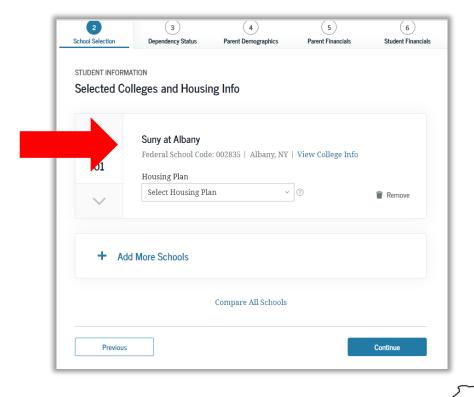
Must Indicate NYS Resident on FAFSA



- Students must be sure to list New York for the "State of Residence" question on FAFSA
- TAP application is not available for anyone indicating they live outside of NYS on FAFSA



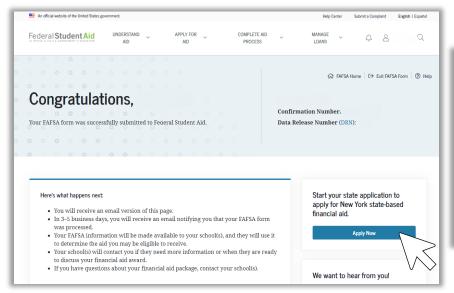
Must Include a College Located in NYS



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FAFSA Confirmation Page Link

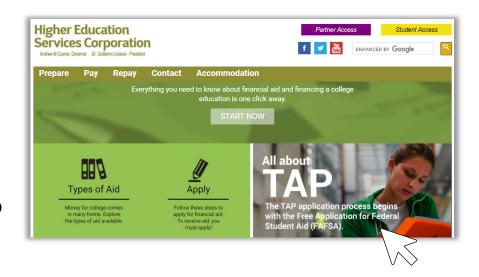






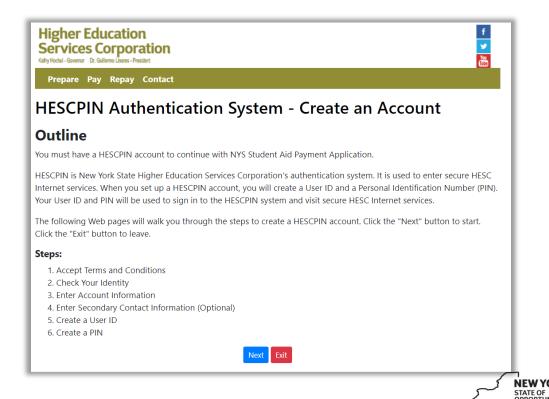
Applying for TAP Without Using FAFSA Link

 If an applicant does not use the State application link on the FAFSA confirmation page, then they must wait three to five days for their FAFSA to be processed and received by HESC before trying to apply for the TAP application on hesc.ny.gov



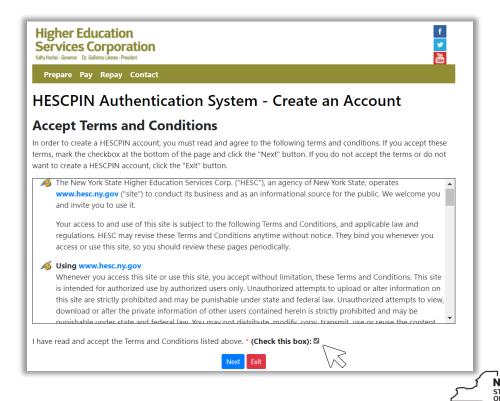


Creating a HESC Account: Outline



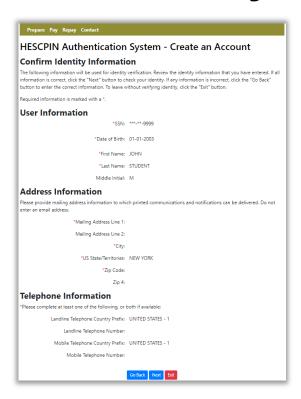
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Accept Terms & Conditions



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Confirm Identity Information



 Applicants who transferred from FAFSA will not have to fill in this page and can click "next" to continue



HESC Account: Identity Verification

- HESC verifies all student identity from their FAFSA application data when they first create their HESC User ID and PIN
- If the identity does not match any FAFSA on file, then the student will be asked to provide a NYS DMV-issued ID to validate their identity
 - Driver's License, Learner's Permit, Non-Driver's License ID

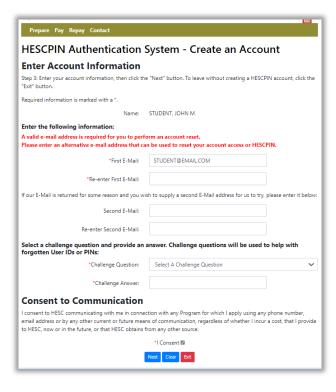


Identity Verification Errors

- Mostly occurs when student creates a HESC account without linking from FAFSA confirmation page
- Student may need to cancel/recreate their HESC account to resolve
 - Student's name spelling (including multiple last names), date of birth, and/or their Social Security Number must match on both FAFSA and HESC

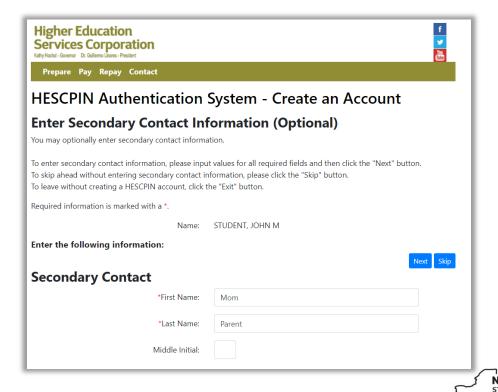


Enter Account Information



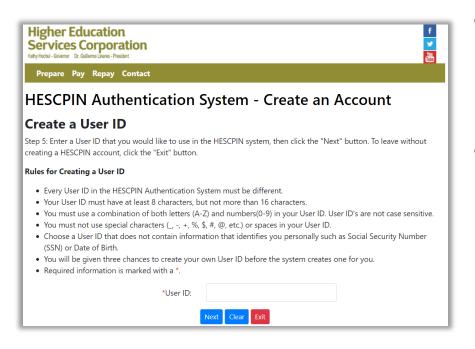


Secondary Contact Information (Optional)



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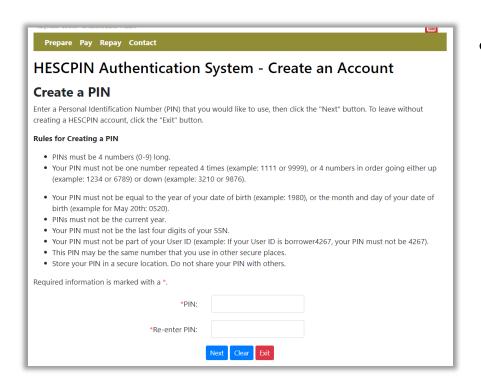
Create a User ID



- Applicants must follow the rules for creating a User ID
- If a User ID cannot be created by the applicant, then one will be generated for them



Create a Pin

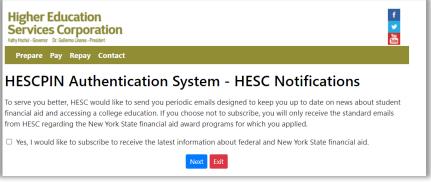


- Applicants must follow the rules for creating a PIN number
 - Cannot be the applicant's birthday, for example



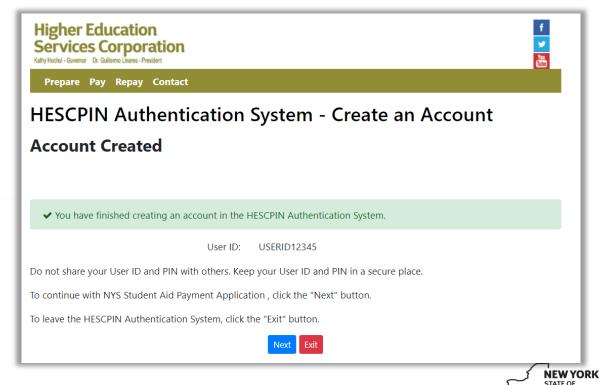
Security Incident, HESC Notifications Sign Up





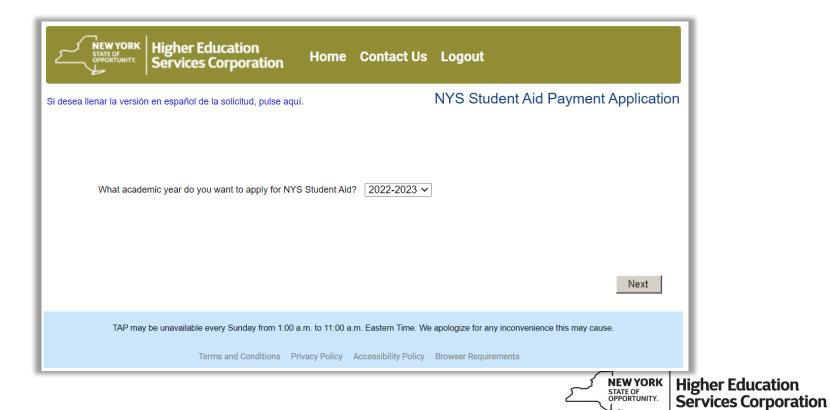


Account Successfully Created

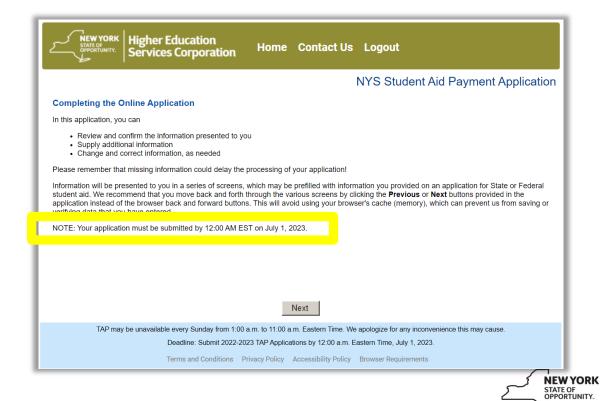


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Academic Year Selection Screen

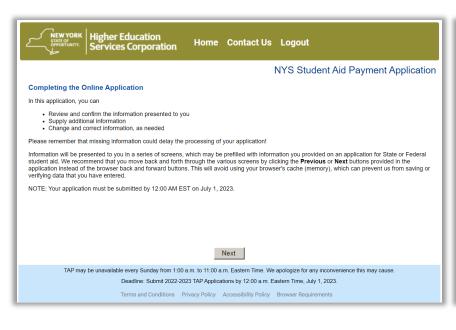


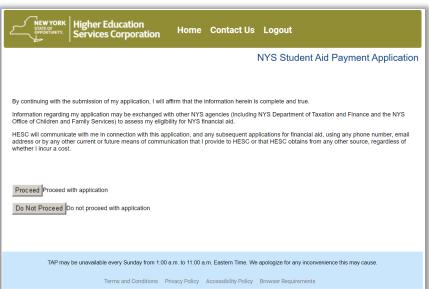
Application Navigation and Deadline



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Application Outline and Affirmation







"You Must Submit a FAFSA" Error Message



 If a student tries to apply for TAP directly on HESC's website before their FAFSA is processed, then they will see this message



Personal Information Screen

Left navigation tracks progress through the application

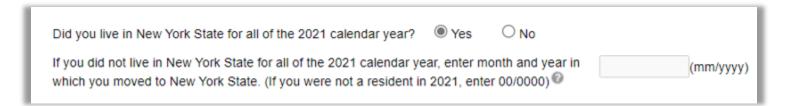
Higher Education Home Save Application Contact Co Help Logot Services Corporation NYS Student Aid Payment Application PERSONAL INFO Personal Information COLLEGE Please review the following information and update as needed. MARITAL STATUS Fields marked with an asterisk(*) are required fields. Your application cannot be completed and submitted until all of the PARENT required fields have been completed. PARENTS INCOME First Name @ *Last Name @ Student FAMILY MEMBERS Street Address (Please use your permanent mailing address.) 123 Street Address SUMMARY Zip 10000 New York E-mail Address @ Student@email.com If you do NOT have an e-mail address, check this box. *Date of Birth (Cannot be changed, see help text) 01/01/2003 (mm/dd/yyyy) If you did not live in New York State for all of the 2021 calendar year, enter month and year in (mm/yyyy) which you moved to New York State. (If you were not a resident in 2021, enter 00/0000) U.S. Citizen Select your current citizenship status (select one): Are you an honorably discharged veteran? O Yes Next TAP may be unavailable every Sunday from 1:00 a.m. to 11:00 a.m. Eastern Time. We apologize for any inconvenience this may cause

Application may be saved for 24 hours

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Common Mistake: NYS Residency



- Students who indicate they do not meet the NYS residency requirements will be required to submit a residency review questionnaire.
 - Can be completed electronically through their HESC account (hesc.ny.gov/myaccount)



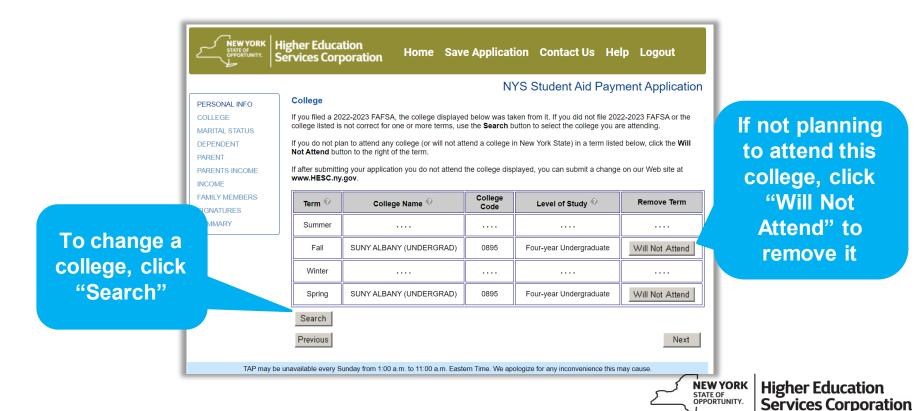
Citizenship Status Verification

Select your current citizenship status (select one):

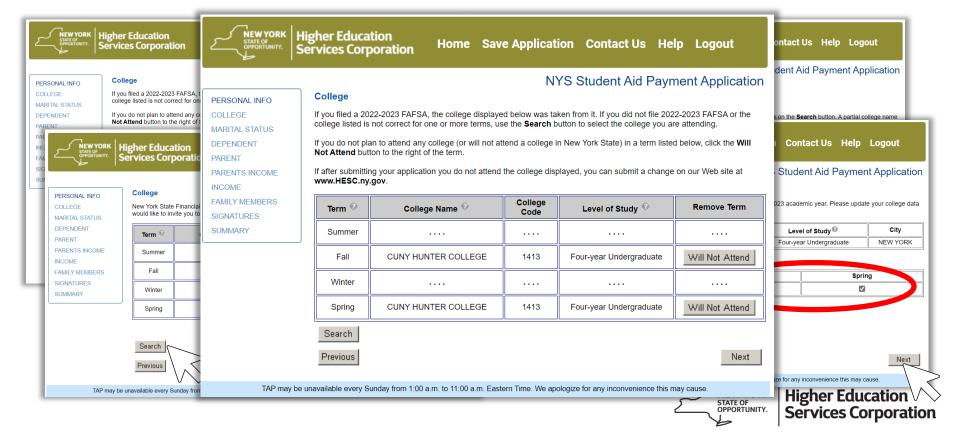
- HESC will verify student citizenship statuses using information obtained from their processed FAFSA application.
- If FAFSA reports that a student's citizenship status cannot be verified, then documentation must be provided to HESC or FAFSA corrections will need to be submitted.



Review Prefilled College Info From FAFSA

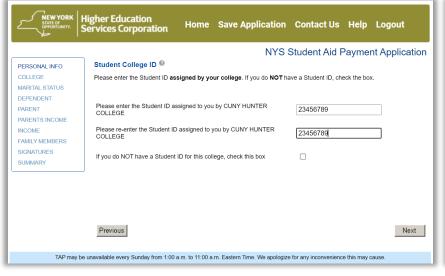


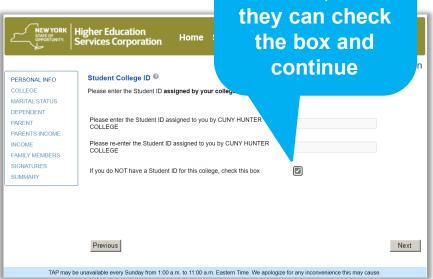
Updating College Name on Application



If a student does not know their College ID number, then

Student College ID Number





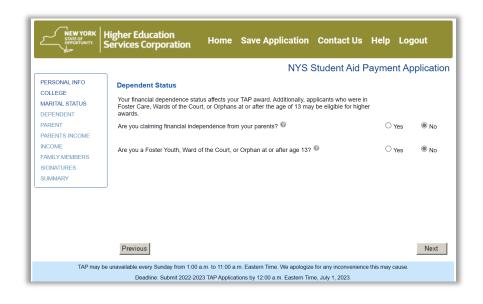


Student Marital Status

NEW YORK STATE OF OPPORTUNITY.	Higher Education Services Corporation Home Save Application Contact Us Help Logout
	NYS Student Aid Payment Application
PERSONAL INFO COLLEGE MARITAL STATUS DEPENDENT PARENT PARENTS INCOME INCOME FAMILY MEMBERS SIGNATURES SUMMARY	Student Marital Status Please review the following information and update as needed. As of today, what is your Marital Status? Single/Never Married Marital Status Date (mm/yyyy)
TAP ma	Previous Next Ve unavailable every Sunday from 1:00 a.m. to 11:00 a.m. Eastern Time. We apologize for any inconvenience this may cause. Deadline: Submit 2022-2023 TAP Applications by 12:00 a.m. Eastern Time, July 1, 2023.

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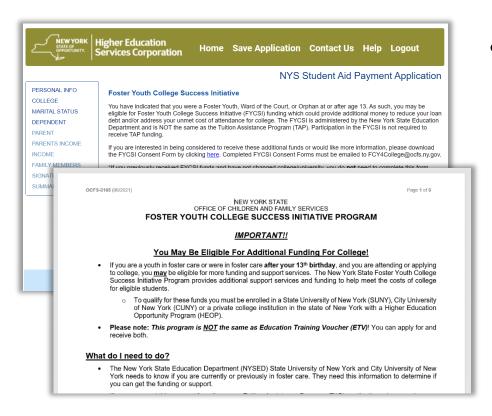
Independent or Dependent?



 Students who are wards of the court, have foster care status or other special conditions may declare financial independence from parents



New: Foster Youth Success Initiative (FYSCI)

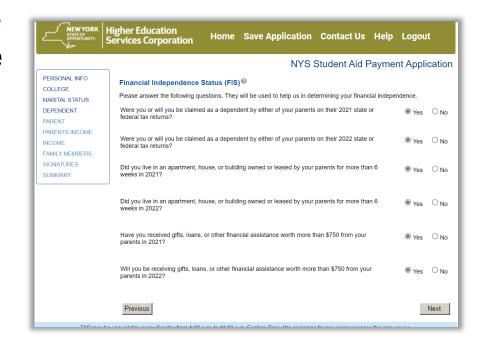


 If the student indicates they are a ward of the court or foster youth, they will have the option to link to the FYSCI funds application to apply for addition aid



Financial Independent Status Questions

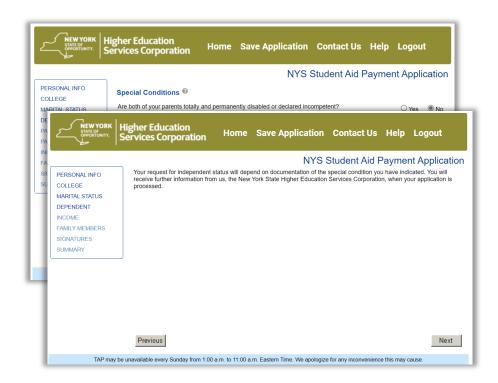
- These questions on are used to determine if the student is truly independent from their parent(s).
 - Student must answer
 NO to all questions if
 there is a special
 condition





Special Conditions

 Students younger than 22 years old who declare financial independence must have a special condition to qualify as independent



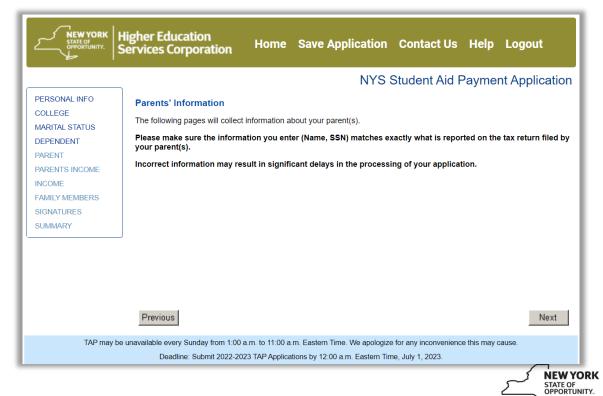


Processing for Requests for Independence

- Following the processing of the student's TAP application, a request for information will be put on the student's HESC account with a link to upload documentation verifying their status
 - Students can upload the same type of documentation shared with their financial aid offices for dependency override on FAFSA

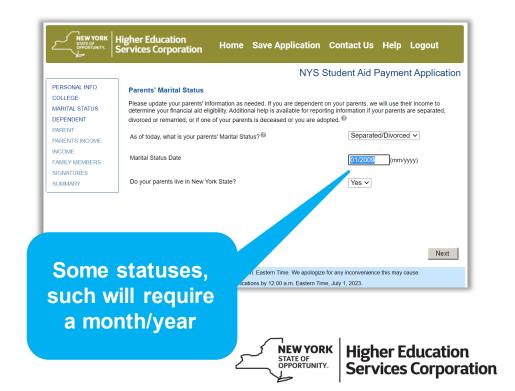


Dependent Students: Provide Parent Info

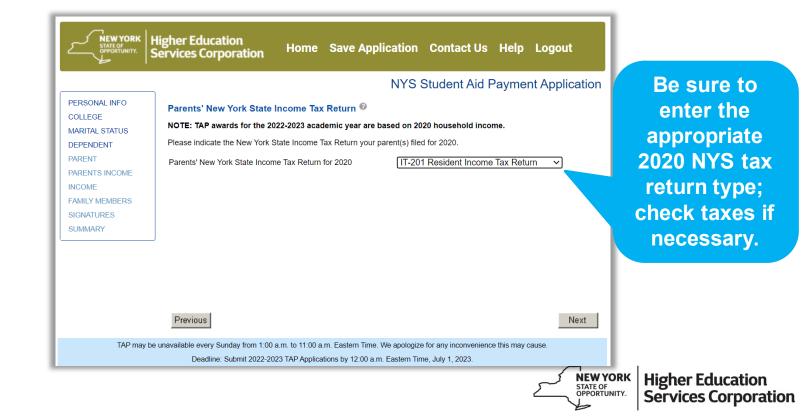


Parent Marital Status

- Choices include
 - Married/remarried
 - Separated/divorced
 - Widowed/deceased
 - Never Married

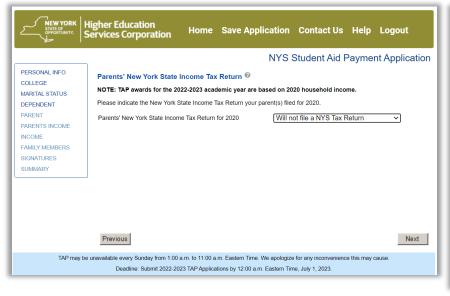


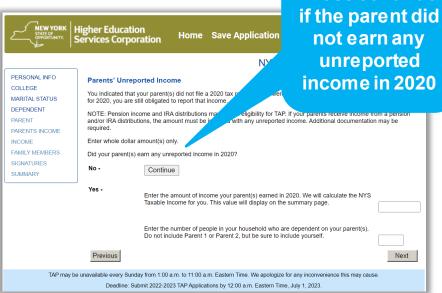
Parent Income Tax Return Information



Press continue

Parent "Will Not File Any Tax Return"







Parent Information



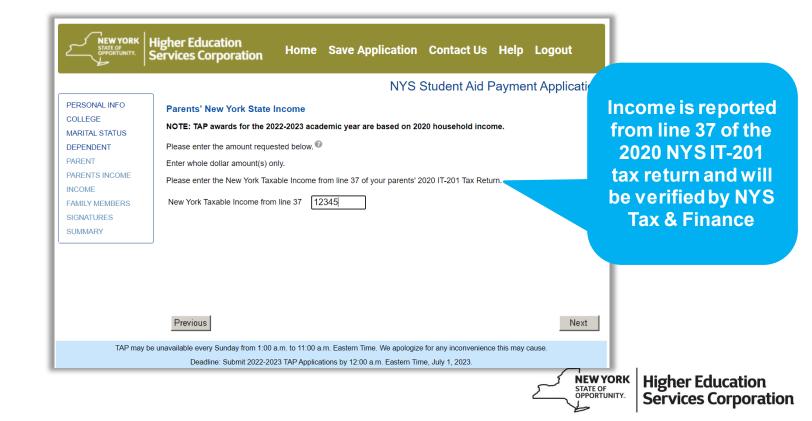
information may be provided

not have a SSN or TIN, leave the **Social Security** Higher Education Number box blank Help Logout and check the ayment Application PERSONAL INFO Parents' New 1 appropriate box COLLEGE NOTE: TAP awards MARITAL STATUS Please enter the filing status ork State Income Tax Return. DEPENDENT Married filing joint return PARENTS INCOME Did your parent(s) have pension income in 2020? O Yes
No INCOME Please enter the information for your parent(s), as filed on their 2020 New You Income Tax Return. SIGNATURES Parent 1's Social Security Number / Tax ID number SUMMARY If Parent 1 does not have a SSN/ TIN, check this box Parent 1's Last name Parent 2's Social Security Number / Tax ID number If Parent 2 does not have a SSN/ TIN, check this box Parent 2's Last name Previous Next TAP may be unavailable every Sunday from 1:00 a.m. to 11:00 a.m. Eastern Time. We apologize for any inconvenience this may cause

If a parent does



Net Taxable Income if No Pension Income

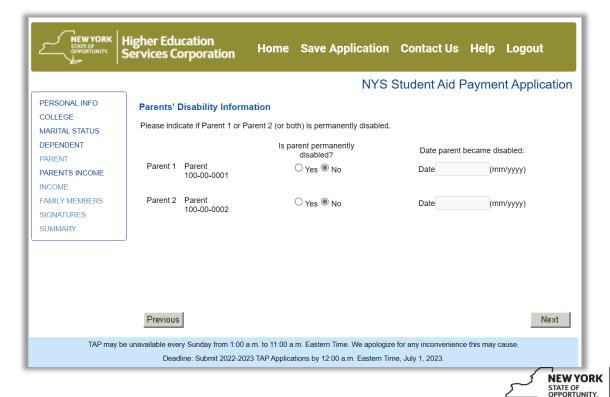


Common Question: Income Adjustments

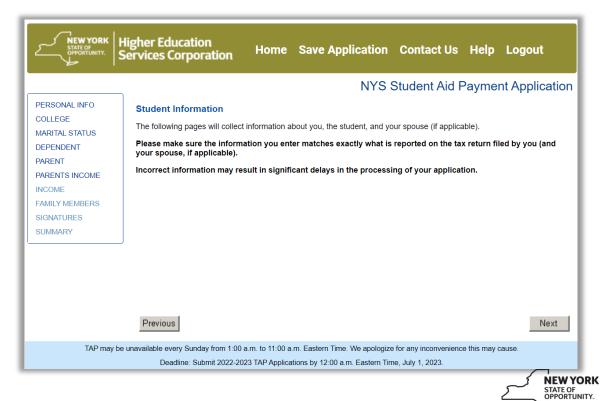
- Program regulations only allow for certain special circumstances to qualify for an adjustment of income:
 - Divorce or separation of parents
 - Death of a wage-earning parent
 - Total and permanent disability of a wageearning parent



Parents' Disability Information

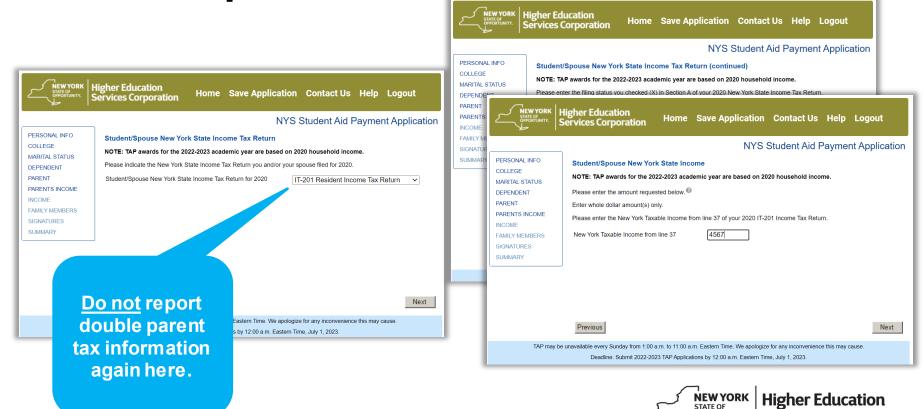


Transition Back to Student Information

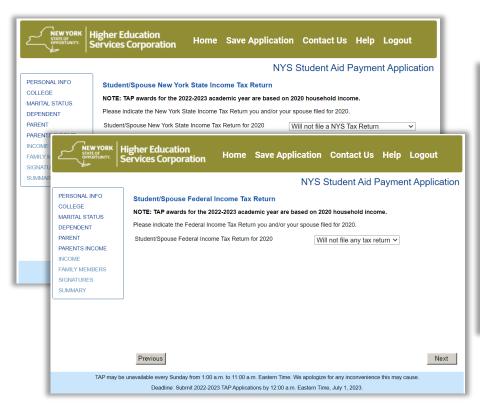


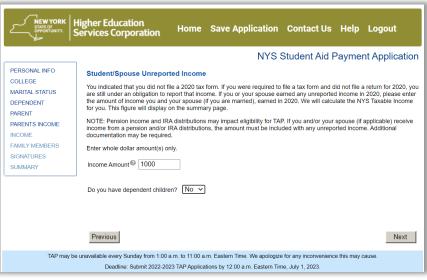
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Student/Spouse Income Information



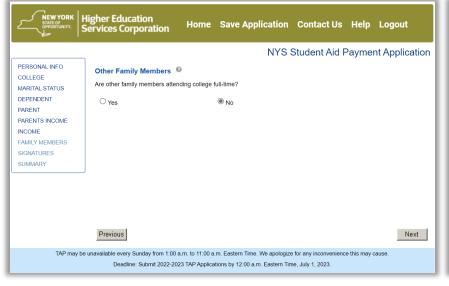
Student/Spouse Did Not File Taxes

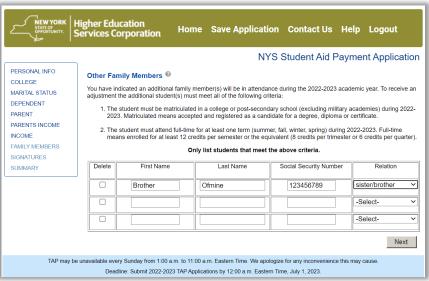






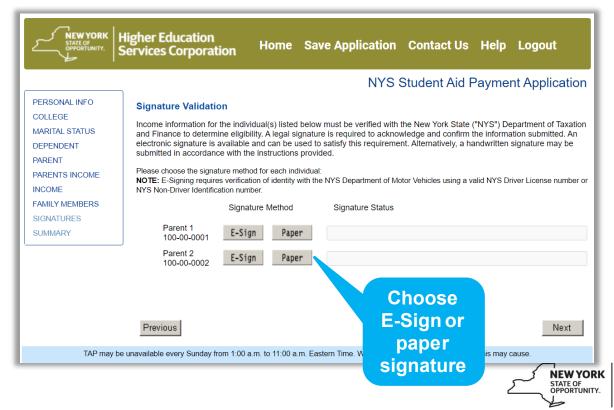
Other Family Members in College







Signature Validation (Parent Signature)



E-Signature: NYS DMV-issued ID



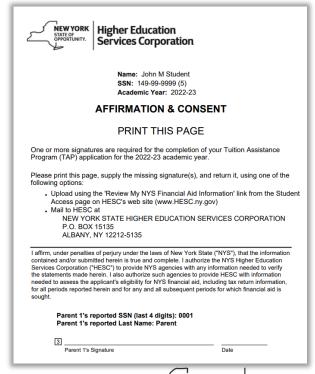


If e-signature does not work, then choose the paper signature option



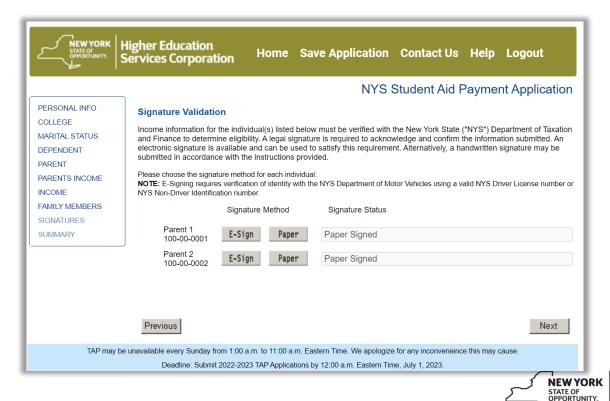
Paper Signature Option

- Paper signature pages may be printed or filled in and signed electronically
- Completed pages can be uploaded back through the student's HESC account once their TAP application is processed (three to five days from submission)

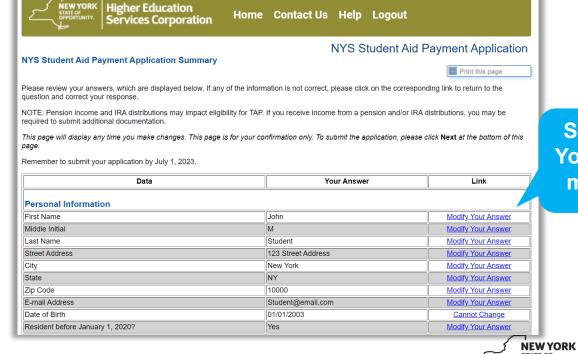




Successful Signature



Application Summary

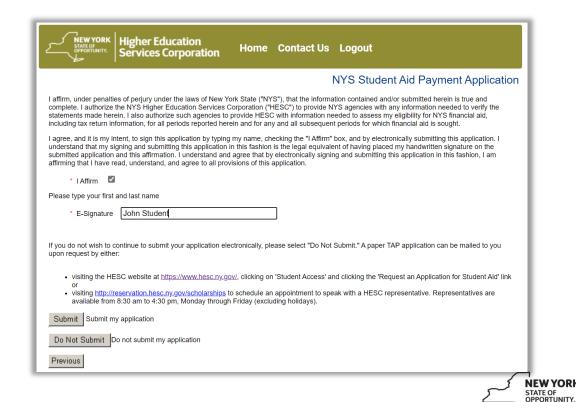


Select "Modify Your Answer" to make updates

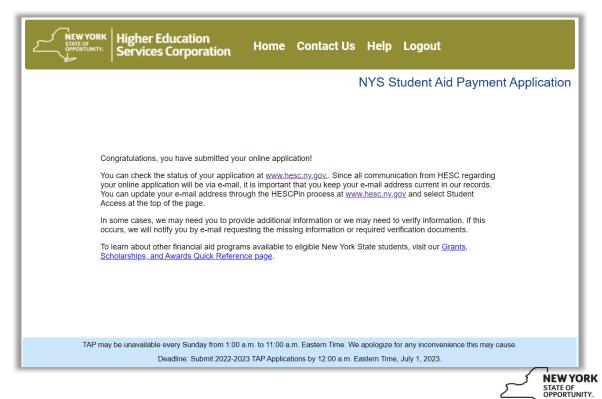
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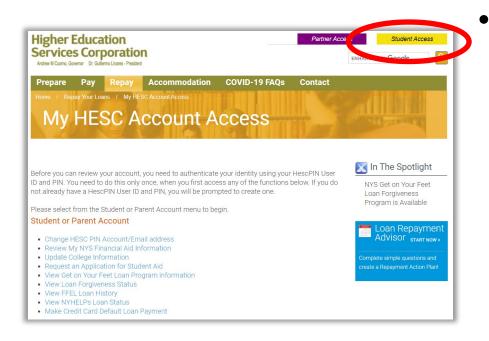
Submit with Student E-Signature



Congratulations!



Student Account Access at HESC.ny.gov



- Using account access students can;
 - Update the college on their application
 - Review their award information and submit missing information
 - Update contact information

