

FILING FOR FINANCIAL AID - OVERVIEW

- You will be filing a **FAFSA** form (federal) and a **TAP** form (NYS form)
 - Obtain a **FAFSA ID** first (see instructions on reverse side)
 - Fill out the FAFSA form online – at **fafsa.ed.gov** -- use your FAFSA ID to log on
 - For the income portion of the FAFSA, use the **tax return for the 2016 year**, which you filed this past April
 - Once you complete your FAFSA online, you will be taken to a **Confirmation Page**. Click on the link to **apply** for New York State-based financial aid and you will be directed to the Higher Education Services Corporation (HESC) website in order to fill out your **TAP application**.
 - If you **exit the FAFSA before completing the TAP application** – and you filled in your **New York State address and a New York State college on the FAFSA** – HESC will automatically receive your information in about three days. **HESC will then send you an email** or postcard with directions to complete the TAP application online.
 - At the beginning of the online TAP application, you will be prompted to **create a HESC-specific user name and personal identification number called a HescPIN**. You will use your HescPIN when "signing" your TAP application and when accessing your HESC account information in the future.
 - If you provided a **valid e-mail address** on your FAFSA, you will receive an e-mail with instructions on **how to access an online copy of your SAR-Student Aid Report**, which verifies the information you submitted on the FAFSA.
 - If
 - you did **not provide a valid e-mail address** on your FAFSA, or
 - if the **Social Security Number you included on your FAFSA does not match** the one on file for you with the Social Security Administration, or
 - if you **did not sign your FAFSA**,
- you will receive either a SAR or a SAR Acknowledgement via postal mail.** Typically, you will be able to access your SAR within **two weeks** of filing your FAFSA.
- **Note:** Any student with an **FSA ID** can view or print his/her SAR by clicking **Login** on the FAFSA on the Web home page to log in, then selecting **View or Print your Student Aid Report (SAR)** from the "My FAFSA" page.

ONCE YOU HAVE SUCCESSFULLY FILED THE FAFSA AND TAP

- *Each college that is listed on the FAFSA and TAP forms will receive your financial aid information*
- *Each college will then develop an **AWARD LETTER** to send to accepted students, which defines the cost of attendance, and identifies any financial aid to be awarded, such as grants, scholarships, and loans.*

OBTAINING YOUR FAFSA ID

Each parent and each student must have their own FAFSA ID

The FSA ID process consists of these main steps:

- Google FAFSA ID or go directly to fsaid.ed.gov to create an account
- Provide your e-mail address, a unique username, and password, and verify that you are at least 13 years old
- Enter your personal information.
- Provide your Social Security number, name, and date of birth.
- Include your mailing address, e-mail, telephone #, and language preference.
- For security purposes, provide answers to five challenge questions.
- Submit your FSA ID information.
- Agree to the terms and conditions.
- ***Verify your e-mail address. (This is optional, but helpful. By verifying your e-mail address, you can use your e-mail address as your username when logging into certain websites. This verification also allows you to retrieve your username or reset your password without answering challenge questions.)***

Question:

Do I need to have an e-mail address to create my FSA ID?

No; an e-mail address is not required to create or use an FSA ID. However, we strongly recommend that you do enter your e-mail address when you create your FSA ID. If your e-mail address on file, it's easier to help you if you get locked out of your account or forget your username or password. Also, your e-mail address can be used as an alternative to your username when you log in to fafsa.gov, StudentLoans.gov, or certain other websites.