

Financial Aid Checklist

1. Create an FSA ID and Complete the Free Application for Federal Student Aid (FAFSA)

Visit the [FAFSA](#) website to apply for the **2025-2026** FAFSA

- ✓ If you are considered a **dependent student** by FAFSA, your **parent(s) must create an FSA ID** as well. This serves as your electronic signature. Make sure both you and your parent (if required) **sign the FAFSA** or it will be rejected.
- ✓ The FAFSA is available every year on October 1st for the next academic year, and you must **file it every year**.
- ✓ The FAFSA Federal **School Code** for **SUNY Orange** is **002876**.
- ✓ SUNY Orange Financial Aid will process your FAFSA information and you will receive an award notification letter.
- ✓ Please visit your [MySUNYOrange](#) frequently to see if more documentation is needed to complete your financial aid file.

Helpful Hints:

- ✓ If your parent(s) do not have Social Security Number(s), enter all zeroes (000-00-0000) in the Social Security Number field(s) for parent(s) on the FAFSA. Anytime all zeroes are entered for parent(s), the FAFSA signature page must be printed, signed and mailed to the FAFSA processor.
- ✓ If you're not sure who to list as your parent(s) on the FAFSA, [click here](#) to learn more.
- ✓ If you are homeless, an unaccompanied youth, ward of the court or have other circumstances where you cannot provide parental information on the FAFSA, please contact the SUNY Orange Financial Aid Office for assistance completing the FAFSA.

2. Apply for NYS Tuition Assistance Program (TAP) and NYS Excelsior Scholarship (Excelsior)

To learn more about **NYS TAP** [click here](#)

To learn more about **NYS Excelsior Scholarship** [click here](#)

- ✓ After completing the **FAFSA**, you will be instructed to complete your "**State Aid Application**." If you miss the link, an **EXPRESS TAP APPLICATION** will be emailed to you or you can visit [HESC.ny.gov](#).
- ✓ The NYS TAP/EXCELSIOR **School Code** for **SUNY Orange** is **2125**.
- ✓ The FAFSA and NYS TAP applications **must** be completed to be considered for the Excelsior Scholarship.
- ✓ You must be a NYS resident attending **full time** (12+ credits) and registered in courses applicable to your degree.
- ✓ Students attending Part Time may be eligible for **Part Time TAP** (PTAP) or **Aid to Part Time Study** (APTS). [Click here](#) to learn more.

3. Complete Federal Verification

- ✓ If your FAFSA is selected for federal verification, you will receive an email with additional steps.
- ✓ [Click here](#) to learn more.

4. Review and Accept/Decline Your Financial Aid or Complete Outstanding Requirements on MySUNYOrange

- ✓ [Click here](#) to go to your MySUNYOrange.

5. Understand Financial Aid Satisfactory Academic Progress (SAP) Policy

- ✓ Students must demonstrate **Satisfactory Academic Progress (SAP)** to continue receiving financial aid. For more information, [click here](#).

6. Register for "Applicable" Courses in your Degree

- ✓ Federal and State financial aid programs will only cover courses that are required to complete your declared degree. Enrolling in courses that don't pertain to your degree may impact (lower) your financial aid eligibility.
- ✓ For questions about your applicable courses and Degree Works, contact your academic advisor.

Questions? Need assistance and/or forms?

[Click here](#) to visit our website or contact us via email at finaid@sunyorange.edu or phone at 845-341-4190