Financial aid checklist

* **TO COMPLETE THE FAFSA**
  + Before beginning the Free Application for Federal Student Aid (FAFSA), you must apply for a Personal Identification Number (PIN) at **www.pin.ed.gov**. The PIN will allow you and your parents to sign your FAFSA electronically.
  + The FAFSA is to be completed online at **www.fafsa.ed.gov**. Once the FAFSA has been processed, go to the MySUNYOrange portal to learn the additional responsibilities you have in completing your application for financial aid.
* **APPLY FOR TAP** (FULL-TIME STATE AID, 12 CREDITS OR MORE)
  + After completing the FAFSA online, you can apply for TAP using the link on the confirmation page of the FAFSA.
  + If you failed to complete your TAP application immediately following completing your FAFSA, you can go to the HESC website at [**www.tapweb.org**](http://www.tapweb.org) **.**
  + If you don’t apply online for TAP, an express TAP application will be mailed to you.
* **APPLY FOR APTS** (PART-TIME STATE AID, 6-11.5 CREDITS ONLY)
  + Go to the [**www.sunyorange.edu/financialaid/forms/docs/APTS.pdf**](http://www.sunyorange.edu/financialaid/forms/docs/APTS.pdf) for form.
  + Sign and submit your current NY State tax return to the Financial Aid Office. (You must be **registered** part-time to submit APTS application.)
* **APPLY FOR A STAFFORD LOAN** (Optional)
  + Complete the FAFSA @ **www.fafsa.ed.gov**
  + Go to [**www.studentloans.gov**](http://www.studentloans.gov) and complete *both* the Entrance Interview & Master Promissory Note.
  + Come to the financial aid office and complete written loan test. (no appt. necessary)
  + Once your loan is on MySUNYOrange, you may accept the full amount or a portion. Loans will be split in half (Fall & Spring).
* **COMPLETE THE VERIFICATION PROCESS** (IF YOU WERE SELECTED)
  + Go to MySUNYOrange, then financial aid tab, then eligibility, select correct aid year.
  + View any “unsatisfied requirements” and complete any necessary forms or other documentation requested. Failing to do so will delay processing your aid.
  + If taxes are required for verification, you must use the data retrieval tool located on your FAFSA. This tool can be used 2 weeks after electronically submitting your taxes or you can order your tax transcripts from the IRS website, [**www.irs.gov**](http://www.irs.gov) or call 1-800-908-9946.
* **REGISTER FOR APPLICABLE COURSES**
  + Federal and state laws require that the courses you take must apply toward your degree.
* **COMPLETE FINANCIAL AID PROCESS**
  + You must accept the Terms and Conditions at MySUNYOrange and sign up for the e-refund.
* **CONTINUE TO CHECK STUDENT REQUIREMENTS FOR DOCUMENTS YOU MAY NEED TO PROVIDE TO THE FINANCIAL AID OFFICE.**