

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.
- 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 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 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 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.**