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* **TO COMPLETE THE FAFSA**
* Before beginning the Free Application for Federal Student Aid (FAFSA), you must apply for a Personal Identification Number (PIN) at [pin.ed.gov](http://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 [fafsa.ed.gov](http://www.fafsa.ed.gov/). Once the FAFSA has been completed, go to the MySUNYOrange portal to learn the additional responsibilities you have in completing your application for financial aid.
* **TO APPLY FOR THE NYS TUITION ASSISTANCE PROGRAM (TAP)**
* After completing the FAFSA online, apply for TAP using the link [hesc.com](http://www.hesc.com/).
* Once you are certain all information on the application is correct, sign the application, and return to the HESC website.
* If you don’t apply online for a TAP, an express TAP application will be mailed to you.
* **APPLY FOR AID TO PART-TIME STUDY(APTS)**
* Go to the SUNYOrange.edu website and download and complete the APTS application.
* Sign your copy of the NY State tax return and submit it to the Financial Aid Office.
* You must be registered between 6 – 11.5 credits.
* **APPLY FOR A STAFFORD LOAN**
* If you are a first-time Stafford Loan applicant, after finishing the FAFSA (and, if required, the verification process) you must complete Stafford Loan counseling at StudentLoans.gov.
* Complete an electronic master promissory note (e-MPN) online at StudentLoans.gov.
* Complete the SUNY/Orange Federal Stafford Loan written test at the Financial Aid Office
* **COMPLETE THE VERIFICATION PROCESS—IF YOU ARE SELECTED**
* Go to the MYSUNY/Orange portal and access Admissions, then the Financial Aid pages to learn which requirements you must meet under *unsatisfied requirements*.
* Download and print off any forms you might need at Forms and Documents.
* Complete the necessary forms and attach copies of signed tax transcript(s) (if requested).
* Submit photocopies of W-2(s)

**Dependent Students** must submit parent and student tax transcripts from the IRS website, [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946.

**Independent Students** must submit student tax transcripts from the IRS website, www.irs.gov or call 1-800-908-9946 for self (and spouse, if married).

* **TO REGISTER FOR APPROPIATE COURSES**
* Federal and state laws require that the courses you take must apply toward your degree.

* **TO COMPLETE THE FINANCIAL AID PROCESS**
* Before your financial aid process is complete, you must review your Tracking Requirements and Financial Aid Package online.
* If a Stafford Loan, Perkins Loan, or Work Study is offered to you, you must accept or decline the offer.
* You must accept the Terms and Conditions on Banner Self Service and sign up for the e-refund

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