

# FINANCIAL AID CHECKLIST

## ✓ TO COMPLETE THE FAFSA

- ✓ Before beginning the Free Application for Federal Student Aid (FAFSA), you should apply for a Personal Identification Number (PIN) at [pin.ed.gov](https://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](https://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)

1. After completing the FAFSA online, apply for TAP using the link [hesc.com](https://hesc.com).
2. Once you are certain all information on the application is correct, sign the application, and return to the HESC website.
3. If you don't apply online for a TAP, an express TAP application will be mailed to you.

## ✓ TO APPLY FOR AID TO PART-TIME STUDY(APTS)

1. Go to the SUNYOrange.edu website and download and complete the APTS application.
2. Sign your copy of the NY State tax return and submit it to the Financial Aid Office.

## ✓ TO APPLY FOR A STAFFORD LOAN

1. 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](https://StudentLoans.gov).
2. Complete an electronic master promissory note (e-MPN) online at [StudentLoans.gov](https://StudentLoans.gov).
3. Complete the SUNY/Orange Federal Stafford Loan written test at the Financial Aid Office

## ✓ TO COMPLETE THE VERIFICATION PROCESS—IF YOU ARE SELECTED

1. Go to the MYSUNY/Orange portal and access Admissions, then the Financial Aid pages to learn which requirements you must meet.
2. Download and print off any forms you might need at Forms and Documents
3. Complete the necessary forms and attach copies of the first two pages of your signed tax return along with your W-2.
4. **Dependent Students** must submit signed copies of their own federal income tax return as well as their parent's tax returns.
5. **Independent Students** must submit income documentation for self (and spouse, if married)

## ✓ TO REGISTER FOR APPROPRIATE COURSES

Federal and state laws require that the courses you take must apply toward your degree.

## ✓ TO COMPLETE THE FINANCIAL AID PROCESS

1. Before your financial aid process is complete, you must review your Tracking Requirements and Financial Aid Package online.
2. If a Stafford Loan, Perkins Loan, or Work Study is offered to you, you must accept or decline the offer.
3. You must accept the Terms and Conditions on Banner Self Service.