



Financial Aid Office Division of Enrollment Management

How to Apply for Financial Aid 2009-2010 Award Year

(Includes Summer 2009, Fall 2009, Winter 2010 & Spring 2010)

Follow these easy steps for fast, accurate on-line filing:

STEP ONE: Collect the following items

- Your social security number
- Your parent's social security numbers and dates of birth
- Your and your parent's (if required) 2008 Federal and State Tax Returns
- Your and your parent's records of untaxed income (such as social security, public assistance or veterans benefits)
- Your and your parent's bank, stock, real estate and business records (if applicable)
- Your driver's license number (if you have one)
- Your alien registration number (if you are not a U.S. Citizen)

STEP TWO: Get Federal PIN numbers for you and one of your parents (if required)

- Request the PIN number(s) at www.pin.ed.gov
- You will receive the PIN number(s) based on the delivery method chosen
- PIN number(s) are yours and your parent's electronic signature
- Save the PIN number(s) you will need to use them every year

STEP THREE: File your FAFSA on the Web (FOTW) at: www.fafsa.ed.gov

- FAFSA (Free Application for Federal Student Aid) is used to apply for all Federal student aid programs
- Use information collected in Steps 1 & 2 to complete the FOTW application
- Select "Fill Out a FAFSA" from the application choices
- Choose "2009-2010 FAFSA" from the application choices
- When prompted, sign the application with the PIN number(s). If you don't use a PIN, print and mail the "Signature Page"
- John Jay's Federal School Code is **002693**
- Be sure to print the **Summary Page** of the application before you click the **SUBMIT** button
- Print the confirmation page for your records – this is proof that you submitted the FAFSA data successfully
- **If you answered "Yes" to any question #48-60 – DO NOT fill out STEP FOUR from the FAFSA application**

File TAP on the Web (TOTW)

- Use the link for "NYS Residents" on the FOTW Confirmation page to go to TAP on the Web
- TAP (Tuition Assistance Program) is a New York State funded program for full-time & part-time students
- John Jay's TAP School codes are Undergraduate-----→ 1414
Graduate-----→ 5216
- You will be asked to create a TAP User I.D. and PIN #
- Review and correct the pre-printed answers on the TOTW application and answer any questions that are missing
- Your and your parent's Federal PIN (or Signature Page if you didn't use a PIN) serves as the signature for the TOTW
- If you missed the TOTW link, you can go to www.tapweb.org/totw/ and follow the instructions provided