

HOW TO APPLY FOR TUITION ASSISTANCE PROGRAM (TAP) **2025-26 ACADEMIC YEAR**

You missed the link from FAFSA to apply for the **2025-26 for the Fall 2025 and Spring 2026 semesters** for NYS TAP Application online. HESC and CUNY have sent you emails to tell you to apply for the New York State Financial Aid: TAP Award. Please go to the State Aid TAP Application web site at:
<https://www.tap.hesc.ny.gov/totw/>

Follow the instructions below. HESC WILL NO LONGER MAIL PAPER APPLICATIONS. Results will be sent by email in approximately 10 days.

Instructions:

If you do not already have a User ID and Pin #, click on First Time users answer the questions as asked, you will then be asked to create a User Id and PIN #.

If you already have an ID and Pin #, enter in that information. After you have done that, you will click Login and click the **2025-26 yr. TAP Application**. Make sure to answer all questions accurately.

You must put in your CUNYFirst EMPL ID# on your TAP application where it asks for HESC student id#.

Make sure the college code is for CUNY - John Jay College. Our college code is #1414 for undergraduate students.

Use the 2023 yr. New York State taxes when asked about the tax information.

If the IT-201 tax form was filed; TAP needs the taxable income on **line #26, # 29 & # 37.**

If the IT-203 tax form was filed; TAP needs the taxable income on line #25, # 28 and # 36.

Make sure all the names and ss# or Tax id # are correct on the TAP Application, and match exactly to the 2023 yr. NY State Taxes.

Make corrections where needed. At the end of the application click NEXT button. To complete the processing of the application you must click the SUBMIT button.

The college and you will get email from Hesc within 10 days to view the results.

There is no longer TAP for graduate level students, our college code is #5216 for graduate level Veterans Students.

CHECK STATUS OF TAP AWARD

If you have already applied for TAP, 10 days later you will be able to check your status.

Go to:

You can review, correct errors or upload required documents on your **2025-26 Year** NYS TAP Application information as follows:

1. Log in to <https://www.hesc.ny.gov/my-hesc-account-access/>
2. Under “**Student Account**” click on the yellow Login button or use Additional Access Links

3. Enter your HESC User ID, PIN# & last 4 digits of SS#.
4. Click on the “**Review My NYS Financial Aid Information**”.
5. Click “**Details**” next to the last TAP activity date.
6. On the details page, go to the “**Review/Update**” button where you can make changes to your **2025-26** Year TAP application.
7. Review and make any changes or submit required documents to your **2025-26 Year TAP application**.

You may check your TAP award information 14 days after you applied for TAP or made online corrections to your application.

Please also review the How to Videos on the Hesc page to change your college code, correct errors or submit required documents.

If the TAP award is approved, you will see the school's name and the TAP Award amount. Please correct the school's name for Fall and Spring if incorrect by using the search box; change to **CUNY John Jay College** for both semesters.

Please put in your CUNYFirst EMPL ID# on your TAP application where asks for HESC student id# You and the college will be able to access the information 10 days later.

If the TAP award is denied or there is an error on the application, you may have to find **and click View Details**, for the **2025-26**, scroll down and you will see what the problem is and how to view the application online. Click Review my NYS Financial Aid Information. Use **2025-26 yr. information** button on the screen to get into the on-line TAP Change form for corrections. Use your User ID and PIN # to make the corrections online and change school code if needed and add your CUNYFirst **EMPL ID#** as HESC student ID# if it is missing.

Use **2023 yr.** State Tax Returns to process application. On bottom of the summary page make sure you click the SUBMIT CHANGES button, on next page click the PROCEED or PROCESS BUTTON or the changes you made will not be processed. You and the college will be able to access the information 10 days later.