

Apply for Financial Aid in 5 Easy Steps

Follow the steps below to file your Free Application for Federal Student Aid (FAFSA) by the semester deadline.

Step 1 PREPARE

- ▶ Gather documents needed to apply.
 - Personal & Parent's 2013 Federal Income Tax Returns (1040, 1040A, 1040EZ, W-2, and other records of money earned)
 - Records of untaxed income (Social Security benefits, food stamps (SNAP), etc., if applicable)
 - Valid email address
 - Visit <https://pin.ed.gov/> to find or create your Federal Pin #. All applicants must use a Federal Pin # to apply for financial aid.

Step 2 APPLY

- ▶ Log on to www.fafsa.ed.gov to file your FAFSA application by **April 15** (for fall semester); **December 15** (for spring semester).
 - Use the IRS Data Retrieval Tool to access the income tax information, if applicable. It is the best way to ensure the FAFSA has accurate income information.
- ▶ After you complete your FAFSA, apply for New York State Aid (TAP) at www.tap.hesc.ny.gov/.
 - Use your 2013 Resident Income Tax Return IT-201 information to apply.
 - Need help? Bring your documents to the Student Financial Services Resource Center in Room C109. Questions? **Call us! (718) 482-5242.**

Step 3 CONFIRM

- ▶ Check your email one week after completing your FAFSA. The Department of Education (DOE) will send you an email with a link to your Student Aid Report (SAR).
- ▶ Review your SAR for inaccuracies.
 - If you are selected for a process called Verification or you have to change information, correct the data electronically or submit it to Student Financial Services in-person in Room C107; via email to studentfinancialservices@lagcc.cuny.edu; or fax it to **(718) 609-2020**.
- ▶ When your FAFSA is complete, if you are eligible, you will receive a notification of your financial aid awards in CUNYfirst.

Step 4 REGISTER

- ▶ Check your student email and My LaGuardia in May for your advisement and registration appointment.
 - To maximize your financial aid, you must register for Session I and II at the same time.
- ▶ After you register wait one business day, then check CUNYfirst for your pending financial aid.

Step 5 PAY

- ▶ View your "Total Due" and your payment due date on CUNYfirst.
- ▶ If you do not have a remaining balance enjoy your classes!
- ▶ If you have a remaining balance, explore funding sources below:
 - Apply for a Foundation scholarship at: www.laguardia.edu/scholarship.
 - Need a payment plan? Visit www.tuitionpay.com/CUNY or call **(800) 635-0120**.
 - Visit the Bursar's Office in Room C110 to settle your tuition bill.

Step 1

PREPARE

Gather Financial Documents
& FAFSA Pin #

Step 2

APPLY

for
Federal FAFSA
& State TAP aid

Priority Deadline is April 15 (for fall semester);
December 15 (for spring semester)

Step 3

CONFIRM

Financial Aid
Application Data

Step 4

REGISTER

Check Student Email for
Advisement & Registration info

Step 5

PAY

Review Pending Financial Aid,
Total Due and Payment Due Date
on **CUNYfirst**



Community College