1. Login to CUNYfirst at: https://home.cunyfirst.cuny.edu
2. Select HR/Campus Solutions from the left menu.
3. Navigate to Self Service followed by Student Center
4. In the Finances section, click the Account Inquiry link to see the details of the Account Summary. Under the Account Inquiry Tab, you will be able to view your pending financial aid. If you have pending financial aid that will cover your tuition and fee charges you do not need to proceed with the additional payment steps.
5. If you need to make a payment, select Make a Payment.
6. Enter dollar amounts in the Payment Amount column and select next. Payment should be made in full.
7. Select your payment method-Credit Card or Electronic Check and select Next.
8. Enter Payment Details and select next.
9. Confirm Payment and Submit.

Estimated Financial Aid information will be available 2 business days after your registration activity provided there are no outstanding issues.
You must have a completed FAFSA on file and if required resolve any outstanding issues including Verification, Conflicting Information, Satisfactory Academic Progress (SAP) or any other issues which may arise. If you have not filed a FAFSA, follow the instructions below.

**Step 1.** Get a PIN at: www.pin.ed.gov
In order for you and your parents (if dependent) to electronically sign your FAFSA application, you must each apply for a PIN before completing the FAFSA on the Web. The PIN will be mailed or e-mailed to you a few days after you apply for one. With a PIN you can access your record, make corrections and check your loan history.

**Step 2.** Go to FAFSA on the Web at:
www.fafsa.gov
This option provides instructions as you enter data. You may use any computer that has an Internet connection, and get results in about five days via e-mail.

**Step 3.** You should review your Student Aid Report (SAR) to see if you are required to submit documentation to the Financial Aid Office. If so, make copies since documents will not be returned. Don’t wait! You may need time to correct errors or complete other requirements. Remember, all requirements must be completed before you can use Financial Aid (i.e. The Federal Pell Grant, Federal Direct Loan etc.) to pay your tuition.

**Step 4.** Applying for Tuition Assistance Program (TAP) (NYS Residents Only)
You will be provided with a link on the FAFSA Submission Confirmation page to access and complete your TAP application. If you did not complete a TAP application at that time, you will need to go to www.tap.hesc.ny.gov/totw/ and complete a TAP application.

**Viewing your TAP status at HESC.NY.GOV**
About 3 weeks after submitting your application, you will receive an email notification of your award from New York State Higher Education Services Corporation (HESC). HESC also notifies the college of your TAP award so you do not have to submit any documents to the college.

Before your TAP award can be credited to your CCNY account for any given semester, the college must first determine whether or not you meet the State’s requirements for full-time or part-time enrollment and good academic standing.

You may check your TAP application or award status using the HESC website at www.hesc.ny.gov
You can view the following:
- Check the dollar amount of grant per semester
- See if there is a problem with your TAP application
- Change the TAP college code to The City College of NY (1411)
- Complete online Change Form or Request For Information Form
- Request a duplicate TAP application

**Important Note: (New)**
With the transition to CUNYfirst, we will no longer be able to manually apply estimated financial aid to your bill. As such all steps above must be completed at least two weeks before your bill due date in order for pending financial aid to be applied to your bill.

A separate application is required if you are requesting a William D. Ford Federal Direct Loan and should be submitted at least 4-5 weeks in advance of your bill due date(s). Loan Applications should be available in the Financial Aid Office and on the website beginning the second week of April.

Visit the Financial Aid office website at www.ccny.cuny.edu/financialaid for additional information.