



## Financial Aid Undergraduate Steps

**Step 1: Apply for FSA ID (if dependent both student and parent must apply for an FSA ID)**  
Log on to: <https://fsaid.ed.gov>  
Click on: Create an FSA ID now  
Enter: Your personal information  
Select: Your own challenge questions and provide all answers then press continue  
Review: The information entered and then accept the terms and conditions  
Enter: Your Federal Student Aid PIN below and select verify to link it to your FSA ID  
\*If you do not want to link your PIN to your FSA ID, then select CONTINUE WITHOUT PIN.

**Step 2: Complete your 24/25 FAFSA (Free Application for Federal Student Aid)**  
Log on to: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
Click on: Start Here < Enter your personal information  
Click on: Start 2024-2025 FAFSA  
Create Password < Follow instructions given  
**Our Federal School Code is: 007109**

**Step 3: Complete your New York State TAP Application**  
Log on to: [www.hesc.ny.gov](http://www.hesc.ny.gov)  
Click on: Create User Name and Pin  
Click on: First Time users click here < Follow instructions given  
**Our TAP School Code is: 0965**

### **\*\*STEPS 4-5 ARE ONLY FOR STUDENTS WHO WISH TO BORROW STUDENT LOANS \*\***

**Step 4: Complete a Direct Stafford Loan Entrance Counseling**  
Log on to: <https://studentaid.gov/entrance-counseling/>  
Click on: Log In To Start for Undergraduate Student (blue box on right hand side)  
Enter your FSA ID information  
Click on: Complete Loan Counseling  
Click on: I Want to Search for A School Instead  
Enter: New York (from the drop-down menu)  
Enter: State University of New York Colleg (select from the drop-down menu)  
Select: Continue  
Select: Start (blue box)  
Action: Read and answer questions (questions are based upon the readings above)

**Step 5: Complete a Direct Stafford Loan Promissory Note**  
Log on to: <https://studentaid.gov/mpn/>  
Click on: Log In To Start for Undergraduate Student (blue box on right hand side)  
Enter your FSA ID information  
Enter: New York (from the drop-down menu)  
Enter: State University of New York Colleg (select from the drop-down menu)  
Follow instructions given.

**\*\*STUDENTS WHO WISH TO BORROW THEIR STUDENT LOAN *MUST ALSO* COMPLETE THE DIRECT LOAN REQUEST/CONFIRMATION FORM AVAILABLE ON THEIR CONNECT ACCOUNT\*\***