

**Important Checklist Regarding Applying for Financial Aid**

**DATE COMPLETED**

**\_\_\_\_\_\_\_\_\_\_ Create a FSA ID** at https://fsaid.ed.gov for yourself, and if you are a dependent student, your Parent needs to apply for a separate FSA ID as well.

**\_\_\_\_\_\_\_\_\_\_ Complete the FAF**SA (Free Application for Federal Student Aid) online https://studentaid.ed.gov School code 006788

**\_\_\_\_\_\_\_** **Complete the NYS TAP** (Tuition Assistance Program) application at [www.](http://www.)hesc.ny.gov for New York State residents. School code: 2260

**\_\_\_\_\_\_\_** **Respond to any missing information emails** you may receive and return all documents to the Financial aid Office as soon as possible. Questions? Contact Financial Aid Office 1-607-844-6580 or email aid@tompkinscortland.edu .

**Once you have been accepted** a letter with directions on how to set up your MyTC3 account will be mailed to you. Use this account to check on the status of your Financial Aid.

**Other important items to complete. Be sure to turn in to the appropriate office.**

**\_\_\_\_\_** **Submit a final High School Transcript to the Admissions Office**. Your accepted admissions decision will be withdrawn if this is not received. Questions? Contact Admissions 1-607-844-6580 or email admissions@tompkinscortland.edu.

**\_\_\_\_\_ Submit a Certificate of Residency to Room 101** All New York State residents must submit this certificate from their home county. You can download an application at [www.tompkinscortland.edu](http://www.tompkinscortland.edu). Otherwise, tuition charges are double if you do not turn this certificate in. Questions? Contact Registration and Billing at 1-607-844-6580 or email regbilling@tompkinscortland.edu .

**\_\_\_\_\_ Submit proof of immunizations to the Health Center in Room 118A**. If not turned in you will be withdrawn from your classes and will not beadmitted to campus housing. Questions? Contact Health Services 1-607-844-6533 .

**\_\_\_\_\_ Keep your local address current**. To insure that your checks go to the correct address, go to your MyTC3 account to update it. Questions? Contact Registration and Billing 1-607-844-6580 or email regbilling@tompkinscortland.edu **.**

**Check your MyTC3 email account for important financial aid information regularly**

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