
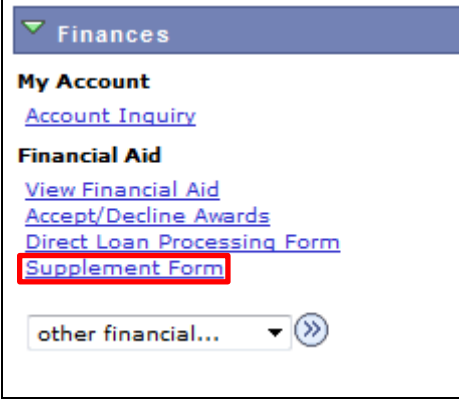







## Submit CUNY Supplement Form

Students may use Self Service to apply on-line for a supplement using an electronic signature.

Note: Parts of images may be obscured for security reasons.

Step	Action
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"> <li>• Enter your Username and Password and click the  <b>Go</b> icon.</li> <li>• From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li> </ul>
2.	Navigate to: <b><i>Self Service &gt; Student Center.</i></b>
3.	<div data-bbox="394 623 850 1019" style="border: 1px solid black; padding: 5px;">  <p>The screenshot shows a dropdown menu titled "Finances" with the following items:</p> <ul style="list-style-type: none"> <li><b>My Account</b> <ul style="list-style-type: none"> <li><a href="#">Account Inquiry</a></li> </ul> </li> <li><b>Financial Aid</b> <ul style="list-style-type: none"> <li><a href="#">View Financial Aid</a></li> <li><a href="#">Accept/Decline Awards</a></li> <li><a href="#">Direct Loan Processing Form</a></li> <li><b><a href="#">Supplement Form</a></b> (highlighted with a red box)</li> </ul> </li> <li>other financial... </li> </ul> </div> <p>In the <b>Finances</b> section, click the <b>Supplement Form</b> link.</p>

<p>4.</p>	<div data-bbox="401 253 1104 532" style="border: 1px solid black; padding: 5px;"> <p><b>Student2's Supplement Form</b></p> <hr/> <p><b>Institution:</b> <input type="text" value="QCC01"/>  Queensborough CC</p> <p><b>Aid Year:</b> <input type="text" value="2013"/>  Financial Aid Year 2012-2013</p> <p><input type="button" value="OK"/> <input type="button" value="CANCEL"/></p> </div> <p>On the <b>Supplement Form</b> page, click the <b>Institution</b>  <b>Look Up</b> icon and then select the correct <b>Academic Institution, Description, or Short Description</b> link.</p>
<p>5.</p>	<p>On the <b>Supplement Form</b> page, enter the four digit year or click the <b>Aid Year</b>  <b>Look Up</b> icon and then select the <b>Aid Year</b> or <b>Description</b> link.</p>
<p>6.</p>	<p>Click the <b>OK</b> button.</p>

7.

**Student's Supplement Form**

23092481    Student2 Queensborough    QCC01    Queensborough CC    2013    Financial Aid Year 2012-2013

**Instructions**

1: If you wish to be considered for New York State Aid for Part-Time Study (APTS) at CUNY, you must complete items 1-3. APTS is a campus-based program at CUNY where part-time undergraduate students who are registered for at least six degree credits but less than twelve degree credits may be offered assistance based on their good academic standing. Awards are based on the level of funding CUNY receives from New York State each year; therefore not all eligible students are necessarily funded.

2-3: If your employer reimburses you for any portion of your educational expenses, answer YES to item 2 and enter amount of reimbursement in item 3.

4: Report the number of people in your household for whom you, the student, will pay dependent care expenses while you are in college, i.e. daycare/elder care expenses. This information will be used to calculate your student expense budget which helps determine your financial aid awards.

5: Answer YES if you are interested in using a portion of your annual Federal Work Study award (if offered) to work during the summer.

6: Students who graduated from high school/secondary school in any of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, or the Northern Mariana Islands are considered to have graduated from a U.S. high school. If you graduated from a high school in any of these areas or received a GED, check YES box. Otherwise check NO box.

7: Perkins Loans are federal loans administered by your college which do not accrue interest while you are in school at least half time. You are responsible for 5% interest once you go into repayment. Answer YES if you wish to be considered for this award.

**Questions to be completed**

1 Were you claimed or eligible to be claimed as a dependent on your parent's NYS or Federal Tax Return in 2011?    Yes     No

2 Does your employer reimburse you for tuition expenses?    Yes     No

3 If yes, enter reimbursed amount.   

4 For how many dependents will you, the student, pay child/elder expenses in ?   

5 Are you interested in participating in Summer Federal Work Study (FWS)?    Yes     No

6 Did you graduate from a US H.S. program or received a GED?    Yes     No

7 Are you interested in being considered for a Perkins Loan?    Yes     No

8 Are you a New York State Resident?    Yes     No

The applicant affirms that the information herein is true and accurate. By checking this box you are providing your electronic signature for the supplement form.

The **Supplement Form** displays for completion.

1. For questions 1, 2 and 5-8, select either the Yes or No radio button.
2. For question 3 enter a dollar amount. If nil, enter 0.00.
3. For question 4 enter a number. If nil, enter 0.
4. Select the checkbox to affirm that the information provided is correct and as an electronic signature for the form.

When you have completed the form, click the **SAVE** button to submit the form for processing.

8.

Student's Supplement Form					
23092481	Student2 Queensborough	QCC01	Queensborough CC	2013	Financial Aid Year 2012-2013
Instructions					
<p>1: If you wish to be considered for New York State Aid for Part-Time Study (APTS) at CUNY, you must complete items 1-3. APTS is a campus-based program at CUNY where part-time undergraduate students who are registered for at least six degree credits but less than twelve degree credits may be offered assistance based on their good academic standing. Awards are based on the level of funding CUNY receives from New York State each year; therefore not all eligible students are necessarily funded.</p> <p>2-3: If your employer reimburses you for any portion of your educational expenses, answer YES to item 2 and enter amount of reimbursement in item 3.</p> <p>4: Report the number of people in your household for whom you, the student, will pay dependent care expenses while you are in college, i.e. daycare/elder care expenses. This information will be used to calculate your student expense budget which helps determine your financial aid awards.</p> <p>5: Answer YES if you are interested in using a portion of your annual Federal Work Study award (if offered) to work during the summer.</p> <p>6: Students who graduated from high school/secondary school in any of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, or the Northern Mariana Islands are considered to have graduated from a U.S. high school. If you graduated from a high school in any of these areas or received a GED, check YES box. Otherwise check NO box.</p> <p>7: Perkins Loans are federal loans administered by your college which do not accrue interest while you are in school at least half time. You are responsible for 5% interest once you go into repayment. Answer YES if you wish to be considered for this award.</p>					
Questions to be completed					
1. Were you claimed or eligible to be claimed as a dependent on your parent's NYS or Federal Tax Return in 2011?		Yes <input checked="" type="radio"/>	No <input type="radio"/>		
2. Does your employer reimburse you for tuition expenses?		Yes <input type="radio"/>	No <input checked="" type="radio"/>		
3. If yes, enter reimbursed amount.		<input type="text" value="0.00"/>			
4. For how many dependents will you, the student, pay child/elder expenses in ?		<input type="text" value="0"/>			
5. Are you interested in participating in Summer Federal Work Study (FWS)?		Yes <input type="radio"/>	No <input checked="" type="radio"/>		
6. Did you graduate from a US H.S. program or received a GED?		Yes <input checked="" type="radio"/>	No <input type="radio"/>		
7. Are you interested in being considered for a Perkins Loan?		Yes <input checked="" type="radio"/>	No <input type="radio"/>		
8. Are you a New York State Resident?		Yes <input checked="" type="radio"/>	No <input type="radio"/>		
<input checked="" type="checkbox"/> The applicant affirms that the information herein is true and accurate. By checking this box you are providing your electronic signature for the supplement form.					
<input type="button" value="SAVE"/>		<input type="button" value="CANCEL"/>			

The example of a completed form shown above may vary from your personal situation.

9.	When you click the <b>SAVE</b> button, CUNYfirst returns to your <b>Student Center</b> page.
	<b>End of Procedure.</b>

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