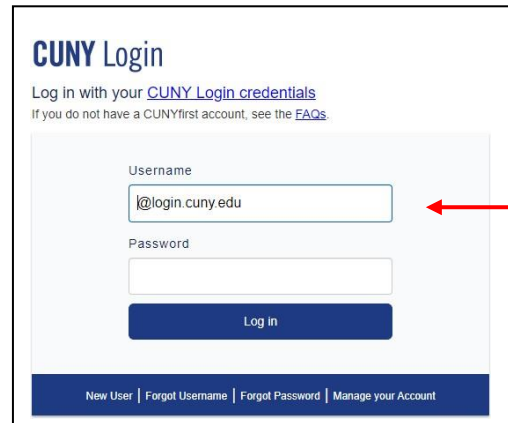


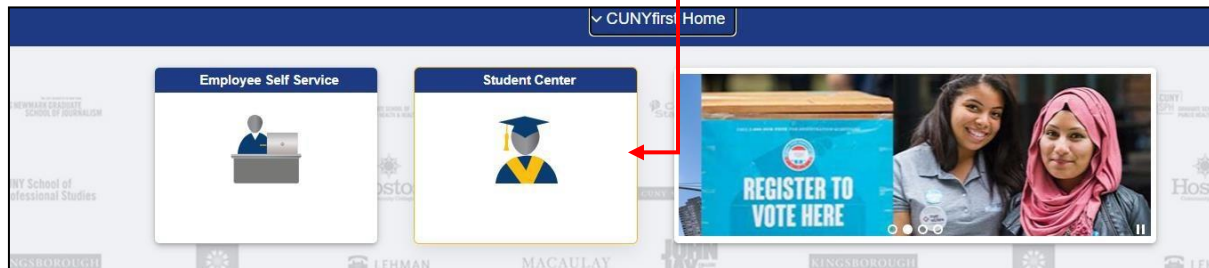
## How to Complete the CUNY Supplement Form

**STEP #1:** Log into your CUNYfirst account at <https://home.cunyfirst.cuny.edu>.

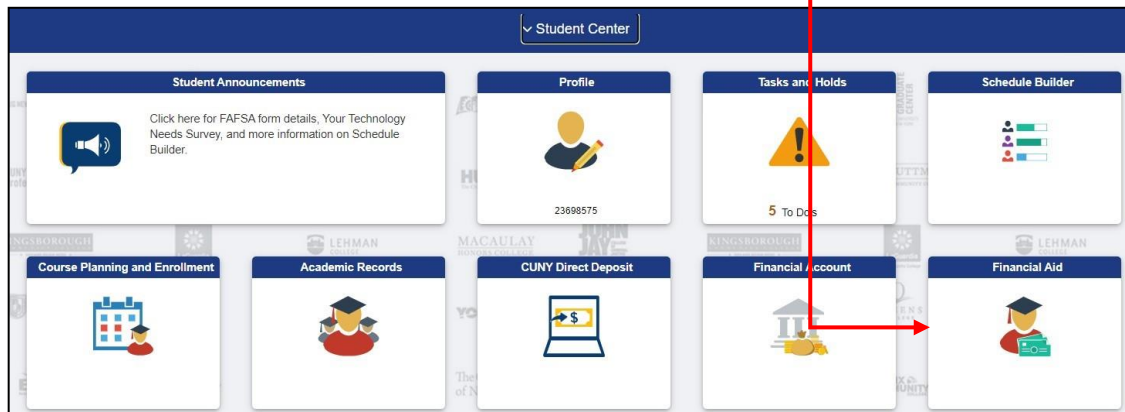


The screenshot shows the CUNY Login page. At the top, it says "CUNY Login" and "Log in with your CUNY Login credentials". Below this, there are two input fields: "Username" with the text "@login.cuny.edu" and "Password". A "Log in" button is positioned below the password field. At the bottom of the page, there are links for "New User", "Forgot Username", "Forgot Password", and "Manage your Account". A red arrow points from the URL in Step 1 to the Username field.



**STEP #2:** Once you have logged in, select **Student Center**.



**STEP #3:** Scroll down, find and click the **Financial Aid** tile.



\*A new page will display, on the left side of the screen, click the **Supplement Form** link.

 Financial Aid Summary
<b>Summary</b>
Need Summary
Cost of Attendance
Expected Family Contribution
 Awards
Direct Loan Processing Form
Supplement Form ←
FICA
SNAP Enrollment Verification

\*After you click on the Supplement Form link:

- Click on **Financial Aid Year 2024-2025 – Borough of Manhattan Community College**

**Financial Aid Year 2024-2025**  
Borough of Manhattan Community College

**STEP #4:** Once you have selected **Financial Aid Year 2024-2025 – Borough of Manhattan Community College**, The Supplement Form will then become available.

\* Answer every applicable question.

**Step 1 of 3: Questions**

1. Were you eligible to be claimed or were you claimed as a dependent on your parents' New York State or federal tax return for the previous year? NOTE: If yes, YOU MUST REPORT PARENTS' INCOME below. If no, leave the questions relating to parental exclusion and income information blank.

No

2. Does your employer reimburse you for tuition expenses? NOTE: APTS awards are limited by the actual tuition paid by the applicant. In considering an applicant for an award, the institution must take into account other sources of financial aid available. Check YES if your employer has paid, or will reimburse, all or part of your tuition for the term(s) within the award year.

No

3. Enter employer reimbursement amount. If none, enter \$0

4. For how many dependents will you, the applicant, pay child/elder expenses in academic year 2024-2025? If none, enter zero.

**STEP #5:** After you have answered all applicable questions, check the checkbox and click **Submit**.

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.

\* Click **Yes** on the pop-up to confirm to submitting the form.

Confirm that you want to submit your questionnaire

Please be aware that applying for APTS does not guarantee that you will receive the award. Selection is based on the order of application and academic standing.