Step-by-Step User Guide

to completing the

New York State DREAM Act Application





This user guide breaks down the New York State DREAM Act eligibility application and clarifies why certain questions are asked, how to answer each question accurately, and what documentation must be provided to verify your eligibility.

Table of Contents

Overview of Applications	3
The New York State DREAM Act Eligibility Requirements	3
NYS DREAM Act Application	5
Student High School Education Details	5
High School Status	5
High School Completion	7
Student Citizenship and Immigration Status	8
Social Security Number (SSN) or Taxpayer Identification Number (TIN):	10
Student Information	10
Student Information: Those Without Documented Status	11
Student Information: Those with Documented Status	12
Notification Information	13
Student College and Grade Level	13
Student Grade Level	14
Supporting Documents	16



Overview

About the NYS DREAM Act Application

The Senator Jose Peralta NYS DREAM Act (DREAM Act) allows undocumented and other eligible students to apply for New York State financial aid. The NYS DREAM Act application is used to determine student eligibility under the provisions of the NYS DREAM Act.

Students who meet the NYS DREAM Act's eligibility requirements for high school attendance, high school completion, in-state SUNY or CUNY tuition, and citizenship or immigration status will be able to apply for one or more NYS student financial aid programs.

Students who qualify under the NYS DREAM Act can separately apply for NYS student financial aid programs. This user guide provides step-by-step instructions on completing the application used to determine whether you qualify to apply for NYS student financial aid under the provisions of the NYS DREAM Act.

The New York State DREAM Act Eligibility Requirements

Applicants must meet one of the descriptions below to be eligible to apply for one or more NYS student financial aid programs:

- 1. Your permanent home is in NYS and you are or have **ONE** of the following:
 - A. U-Visa
 - B. T-Visa
 - C. Temporary protected status, pursuant to the Federal Immigration Act of 1990
 - D. Without lawful immigration status (including those with DACA status)
 - E. **AND** you meet **ONE** of the following criteria:
 - a. You attended a NYS high school for 2 or more years, graduated from a NYS high school, and are applying for an award for undergraduate study at a NYS college within 5 years of receiving your NYS high school diploma, **OR**
 - b. You attended a NYS high school for 2 or more years, graduated from a NYS high school, and are applying for an award for graduate study at a NYS college within 10 years of receiving your NYS high school diploma, OR
 - c. You received a NYS high school equivalency diploma and are applying for an award for undergraduate study at a NYS college within 5 years of receiving your NYS high school equivalency diploma, **OR**
 - You received a NYS high school equivalency diploma and are applying for an award for graduate study at a NYS college within 10 years of receiving your NYS high school equivalency diploma, OR
 - e. You did not attend or graduate from a NYS high school and did not receive a NYS high school equivalency diploma, but are charged the NYS resident instate tuition rate at a SUNY or CUNY college for any reason.



- 2. Your permanent home is outside of NYS and you are or have **ONE** of the following:
 - A. U.S. citizen
 - B. Permanent lawful resident
 - C. Paroled refugee
 - D. U-Visa
 - E. T-Visa
 - F. Temporary protected status, pursuant to the Federal Immigration Act of 1990
 - G. Without lawful immigration status (including those with DACA status) **AND** you meet **ONE** of the following criteria:
 - a. You attended a NYS high school for 2 or more years, graduated from a NYS high school, and are applying for an award for undergraduate study at a NYS college within 5 years of receiving your NYS high school diploma, **OR**
 - You attended a NYS high school for 2 or more years, graduated from a NYS high school, and are applying for an award for graduate study at a NYS college within 10 years of receiving your NYS high school diploma, OR
 - c. You received a NYS high school equivalency diploma and are applying for an award for undergraduate study at a NYS college within 5 years of receiving your NYS high school equivalency diploma, **OR**
 - d. You received a NYS high school equivalency diploma and are applying for an award for graduate study at a NYS college within 10 years of receiving your NYS high school equivalency diploma, OR
 - e. You did not attend or graduate from a NYS high school and did not receive a NYS high school equivalency diploma, but are charged the NYS resident in-State tuition rate at a SUNY or CUNY college for any reason.

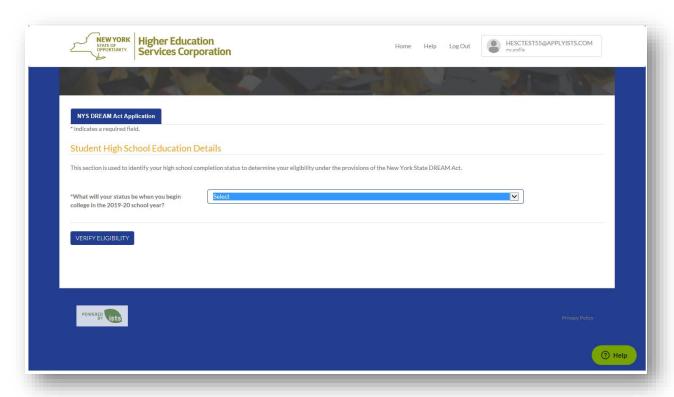


NYS DREAM Act Application

Student High School Education Details

High School Status

What will your status be when you begin college in the 2019-20 school year?



Why are you asked this information?

This section is used to identify your high school completion status to determine your eligibility under the provisions of the NYS DREAM Act.

To be eligible under the NYS DREAM Act provisions, you must have attended a New York State high school for at least two years or earned a NYS high school equivalency diploma, or be charged the resident (or in-state) tuition rate at a SUNY or CUNY college or university.

How to answer this question

Select the answer that best describes or will best describe your high school education status when you begin college in the 2019-20 school year from the below options:

I will have attended a NYS high school for two or more years
 Note: If you select this response, you will next be asked about your high school graduation status.



• I will have received a NYS high school equivalency diploma

Note: If you attended a NYS high school for two or more years <u>and</u> you received a NYS high school equivalency diploma, you should select this option. If you have a NYS high school equivalency diploma and you selected "I will have attended a NYS high school for two or more years," you will have the option to indicate that you received a NYS high school equivalency diploma in the next question.

 I have never attended a NYS high school, but will be charged in-state tuition at a SUNY or CUNY college

Note: SUNY or CUNY students who are charged the in-state tuition rate for any reason are eligible to apply for New York State student financial aid under the NYS DREAM Act provisions, even if they have not attended a NYS high school for two years or earned a NYS high school diploma or equivalency diploma.

If you are an undocumented student who was previously charged in-state tuition by SUNY or CUNY and you either (a) attended and graduated from a NYS high school or (b) earned a NYS high school equivalency diploma, you should <u>not</u> select this answer. Instead, select from one of the two options above.

None of the above

Note: If you select this option, your high school status does not meet the requirements established under the NYS DREAM Act provisions. You will be disgualified and no longer able to continue your application.

Document Uploads - High School Education Status

Depending on the answer you selected, you will be required to upload one or more of the following documents to verify your high school education status or tuition-charge. Your application will not be processed until you have uploaded all required documents.

Your high school transcript(s)

Note: If you have a transcript that shows your coursework and/or grades for two or more school years, you will only need to upload a single transcript. Otherwise, you will need to upload two separate transcripts that show that you attended a NYS high school for at least two different school years.

Your high school diploma

Note: If your high school transcript shows your graduation date, you may not need to upload your high school diploma. If your high school transcript does not show your graduation date, you will need to upload your high school diploma.

NYS Equivalency Diploma

Note: If you earned a NYS high school equivalency diploma, you will not be asked to upload your high school transcripts.

• Tuition Bill or other documentation from your college showing that you are charged instate tuition.

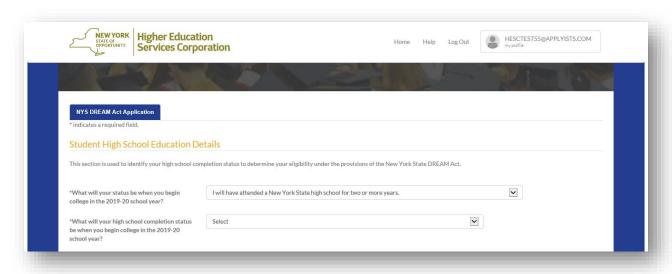


Note: If you, your spouse or your parent(s) are undocumented, you must redact your street address and your spouse's name or parent(s)' name(s) from documents before uploading them by using a dark marker (for photocopied documents) or taping paper over your street address/parent(s)' or spouse's name(s) (if taking a picture of an original document). You must show your zip code and state and provide redacted documentation that contains the following:

- Student's Name
- Student's High School
- Student's High School Address

High School Completion

What will your high school completion status be when you begin college in the 2019-20 school year? (select one)



Why are you asked this information?

This question will only be asked if you previously indicated "I will have attended a NYS high school for two or more years."

How to answer this question

Select the answer that best describes or will describe your high school completion status when you begin college in the 2019-20 school year from the following options:

- I will have received a NYS high school diploma
- I will have received a NYS high school equivalency diploma
- I will have received a diploma or equivalency diploma from a high school outside of NYS
 Note: If you received your diploma outside of NYS, you will not meet the eligibility
 requirement under the NYS DREAM Act provisions, and you will be disqualified from
 continuing with the application.



Documentation Upload

Depending on the answer selected, you will be required to upload one of the following documents to verify your high school completion status:

Your high school diploma

Note: If your high school transcript shows your graduation date, you may not need to upload your high school diploma. If your high school transcript does not show your graduation date, you will need to upload your high school diploma.

• NYS Equivalency Diploma

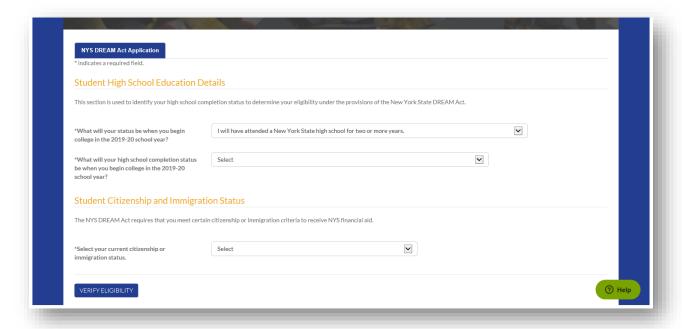
Note: If you earned a NYS high school equivalency diploma, you will not be asked to upload any high school transcripts.

Note: If you, your spouse or your parent(s) are undocumented, you must redact your street address and your spouse's name or parent(s)' name(s) from documents before uploading them by using a dark marker (for photocopied documents) or taping paper over your street address/parent(s)' or spouse's name(s) (if taking a picture of an original document). You must show your zip code and state and provide redacted documentation that only contains:

- Student's Name
- o Student's High School
- Student's High School Address

Student Citizenship and Immigration Status

Select your current citizenship or immigration status:



Why are you asked this information?

To meet the eligibility requirements under the provisions of the NYS DREAM Act, you must meet certain citizenship or immigration criteria.

How to answer this question

Select the answer that describes your citizenship or immigration status.

• I have a T-Visa

Note: You will be asked to upload documentation evidencing that you have a valid T-Visa.

I have a T-Visa but no SSN/TIN

Note: You will be asked to upload documentation evidencing that you have a valid T-Visa.

• I have a U-Visa

Note: You will be asked to upload documentation evidencing that you have a valid U-Visa.

• I have a U-Visa but no SSN/TIN

Note: You will be asked to upload documentation evidencing that you have a valid U-Visa.

I have Temporary Protected Status

Note: You will be asked to upload documentation evidencing that you have Temporary Protected Status.

I have Temporary Protected Status but no SSN/TIN

Note: You will be asked to upload documentation evidencing that you have Temporary Protected Status.

- I or my parent(s) or my spouse (if married) are currently without lawful immigration status Note: If you are documented but your spouse or parent(s) is/are undocumented, select this option. You will not be asked to upload documentation evidencing that you, your spouse, or your parent(s) is/are undocumented, including students with DACA status.
- I am a U.S. citizen whose permanent home is not in NYS

 Note: You will be parted to unload desumentation available.

Note: You will be asked to upload documentation evidencing that you are a U.S. citizen.

I am a paroled refugee whose permanent home is not in NYS

Note: You will be asked to upload documentation evidencing that you are an eligible paroled refugee.

I am a Permanent Resident Alien whose home is not in NYS

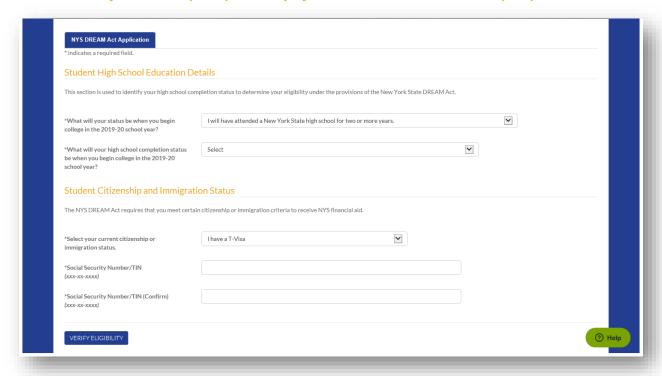
Note: You will be asked to upload a copy of your I-551 Green Card or other documentation evidencing that you are a Permanent Resident Alien.

None of the above

Note: If you select this option, you do not meet any of the citizenship or immigration conditions to be eligible under the NYS DREAM Act. You will be disqualified and will not be able to continue your application.



Social Security Number (SSN) or Taxpayer Identification Number (TIN):



Why are you asked this information?

If you meet certain citizenship or immigration criteria, you will be asked to provide your social security number or taxpayer identification number to verify your income eligibility and determine your lifetime financial aid award eligibility.

How to answer this question

• If you have <u>both</u> documented status <u>and</u> an SSN or a TIN, you will be asked to enter your identifying number twice, to verify you have entered it correctly.

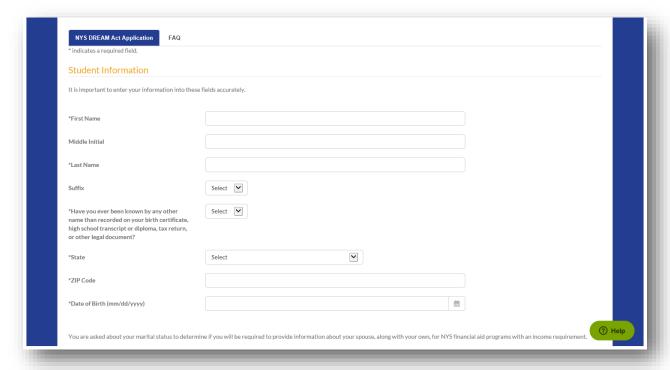
Student Information

Why are you asked this information?

This section is used to create your account profile and to help determine your eligibility for NYS financial aid. It is important that you enter this basic information correctly and that you update your contact and other student information.



Student Information: Those Without Documented Status

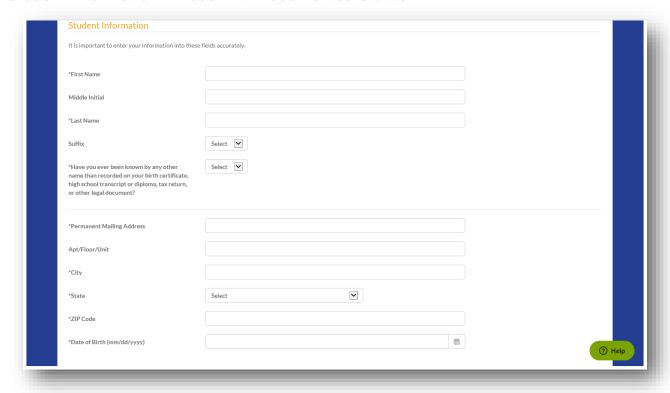


How to answer this question if you are without lawful status

- Name. You must enter your first and last name.
 - Your name should match the name on your high school transcript, high school diploma/equivalency diploma or college tuition bill.
 - You may enter your middle initial, but a middle initial is not required.
 - You may include suffixes (Jr., Sr., III, etc.), but a suffix is not required. It is recommended that you include a suffix if it appears on your high school transcript, high school diploma/equivalency diploma or college tuition bill.
- Other Names by Which You've Been Known. You must indicate if you have ever been known by any other name than recorded on your birth certificate, high school transcript, high school diploma/equivalency diploma, or college tuition bill:
 - Select "Yes" if you have changed your legal name from that which appears
 on your uploaded documentation or if your school records reflect a name
 other than the name that appears on your other documents.
 - Select "No" if you have never been known by another name or if your name has changed but your documentation reflects your current name.
- State/Zip Code. If you do not have documented status, you must only enter your zip code and state of residence.
- Date of Birth. Enter your date of birth or use the calendar tool provided.
- Marital Status. You are asked about your marital status to determine if you will be required to provide your spouse's information, along with your own.



Student Information: Those with Documented Status



How to answer this question if you have lawful status

- Name. You must enter your first and last name
 - Your name should match the name on your birth certificate or immigration documentation.
 - o You may enter your middle initial, but a middle initial is not required.
 - You may include suffixes (Jr., Sr., III, etc.), but a suffix is not required. It is recommended that you include a suffix if it appears on your citizenship or immigration documentation.
- Other Names by Which You've Been Known. You must indicate if you have ever been known by any other name than recorded on your birth certificate, high school transcript or diploma, tax return, or other legal document:
 - Select "Yes" if you have changed your legal name from that which appears on your uploaded documentation or if your school records reflect a name other than the name that appears on your other documents.
 - Select "No" if you have never been known by another name or if your name has changed but your documentation reflects your current name.
- Address. If you have documented status, you must enter your permanent address. If you do not have documented status, you must only enter your zip code and state of residence.
- Date of Birth. Enter your date of birth or use the calendar tool provided.
- Marital Status. You are asked about your marital status to determine if you will be required to provide your spouse's information, along with your own.



Notification Information



Why are you asked for this information?

While all notifications regarding the status of your application will be sent to the e-mail address that you provide, you must also provide a primary contact phone number. You can also provide a second e-mail address if you want a parent, guidance or college counselor, or other trusted friend or adult to be contacted.

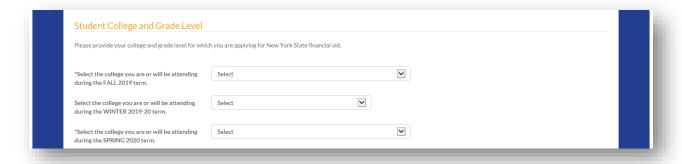
How to answer this question

 Enter the telephone number (including the area code) where you can be contacted either directly or indirectly.

Note: To address confidentiality concerns, you <u>do not</u> need to provide your personal or home phone number. You may provide the contact information for a family member, or other trusted friend or adult with whom you have regular contact.

Student College and Grade Level

Select the college you are or will be attending during each semester of the 2019-20 school year.



Why are you asked this information?

This information is used to ensure that your college is notified of your award eligibility each term during the 2019-20 school year.



How to answer this question

- Select the school that you are attending or will attend during each term of the 2019-20 school year:
 - o Fall 2019 term

Note: If you are attending school this Fall, you will select from a list of schools that operate on either a Fall/Spring-semester basis or a Fall/Winter/Spring-trimester basis.

Winter 2019-20 term

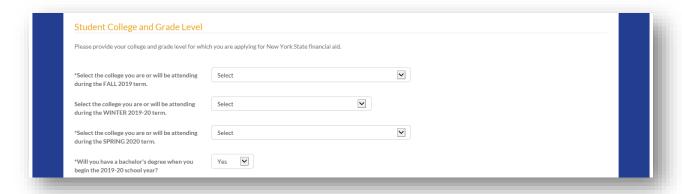
Note: You will only see a list of schools that operate on a Fall/Winter/Spring-trimester basis.

Spring 2020 term

Note: You will be able to select from a list of schools that operate on either a Fall/Spring-semester basis or a Fall/Winter/Spring-trimester basis.

Student Grade Level

Will you have a bachelor's degree when you begin the 2019-20 school year?



Why are you asked this information?

This section is used to determine your undergraduate, graduate, or professional schooling prior to the 2019-20 school year. This will help determine your eligibility for certain NYS student financial aid programs.

How to answer this question

- Select "Yes" if you have or will have a bachelor's degree before you begin classes for the 2019-20 school year from a school in the United States.
- Select "No" if you do not and will not have a bachelor's degree when you begin classes for the 2019-20 school year.
- Select "No" if you will have a certificate or associate's degree when you begin classes for the 2019-20 school year.



What degree or certificate will you be working on when you begin the 2019-20 school year?

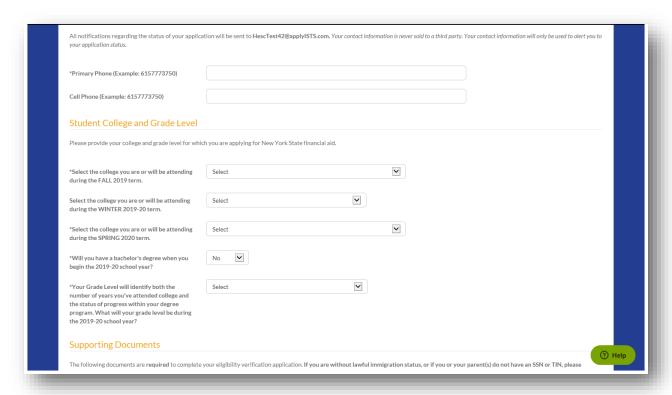
If you indicated that you <u>will</u> have your first bachelor's degree when you begin the 2019-20 school year, you will be asked to select your intended degree or certificate for which you are applying for financial aid. This will help determine your eligibility for certain NYS student financial aid programs.

How to answer this question

There are several types and levels of degrees and certificates, as well as post-graduate loan forgiveness programs, for which you could potentially receive financial aid. Select one of the options from the dropdown menu:

- Certificate
- 1st associate's degree
- 2nd associates degree
- 2nd bachelor's degree
- Graduate or professional degree
- None of the above

What will your grade level be when you begin the 2019-20 school year?



Why are you asked this information?

Your grade level is the grade level for which you are applying for NYS student financial aid. If you indicated that you will not have your first bachelor's degree when you begin the 2019-20



school year, you will be asked to select your grade level when you begin the 2019-20 school year.

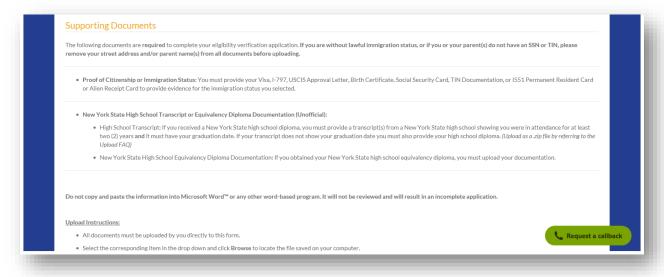
How to answer this question

- Select your grade level during the 2019-20 school year from the drop-down menu:
 - o Never attended college: First year undergraduate
 - o Attended college in the past: First year undergraduate
 - Second Year Sophomore
 - Second Year Other undergraduate
 - o Third Year Junior
 - Third Year Other undergraduate
 - o Fourth Year Senior
 - o Fourth Year Other undergraduate
 - Fifth Year Other undergraduate

Note: Your grade level does not mean the number of years you've attended college; it is the status of your progress towards your degree program. For example:

- If you are currently a senior in high school or will be a first-time college student, you will select "Never attended college: First year undergraduate."
- If you have completed your second year in college, but have fewer than
 60 credits, you will select "Third Year Other undergraduate."

Supporting Documents



Why are you asked for this information?

As indicated throughout this guide, you are required to upload documentation to verify your eligibility under the NYS DREAM Act. Your application will not be considered complete, and will therefore not be processed, until you have uploaded all required documents.

All uploaded documents must show your name and must be uploaded by the stated deadline.



How to upload documents

DO:

- Upload one of the acceptable file types. Acceptable file types are .pdf, .tif, .png, .jpeg, .jpg, .bmp, and .xps. Any other formats will not be reviewed, and your application will remain incomplete. All documents must be uploaded directly to the application from your computer. Please make sure that all documents are provided in one of the request file formats.
- Only upload the required supporting documents.
- Applicants who are undocumented, or whose parent(s), or spouse are undocumented, should black out their street address and parent(s)' or spouse's name(s) before uploading any documents
- Return to your Home page to verify that your documents have been Accepted.

DON'T:

- Upload a Microsoft® Word document (.doc, .docx) or any other file format that is editable.
- Upload more than the requested documentation.
- Assume your documents are correct and accepted once you have uploaded them.
- Upload a document stating you are mailing your documents.
- Assume the required document does not pertain to you. If the application states the
 document is required, your application <u>will</u> remain incomplete if you do not provide that
 document. Contact NYSDREAM@applyists.com if you are having trouble providing a
 required document.
- Password protect your uploaded documents. Password protected documents will be rejected.
- Upload any file that has a viewing expiration date.



- A grey STARTED button means you have not submitted your application.
- An orange STARTED button means you have submitted your application, but you are either missing required items for the application or your documents are still processing.
- A green COMPLETE button means that your application is <u>complete</u>. Only completed applications will be processed.

