Step-by-Step User Guide

to completing the

New York State DREAM Act Application

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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.

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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 enroll or enrolled 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 enroll or enrolled 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 enroll or enrolled 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 enroll or enrolled for graduate study at a NYS college within 10 years of receiving your NYS high school equivalency diploma, **OR**
        e. You are or will be charged the NYS resident in-state tuition rate at a SUNY or CUNY college for a reason other than residency.

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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)
   H. **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 enroll or enrolled 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 enroll or enrolled 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 enroll or enrolled 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 enroll or enrolled for graduate study at a NYS college within 10 years of receiving your NYS high school equivalency diploma, **OR**
      e. You are or will be charged the NYS resident in-state tuition rate at a SUNY or CUNY college for a reason other than residency.

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NYS DREAM Act Application
Student High School Education Details

NYS Financial Aid

For what level of study are you seeking financial aid?

Why are you asked this information?

This question is used to identify what level of study you are applying for financial aid.

How to answer this question

- Undergraduate study
    Note: Undergraduate study includes Certificate, Associate and Bachelor's degree programs.

    Note: You will next be asked to select which school year you are applying for financial aid.

- Graduate study
    Note: You will next be asked to select which year you are applying for financial aid.

- Loan Forgiveness
    Note: You will next be asked to select your current citizenship or immigration status.

For what school year are you looking to receive financial aid?

Why are you asked this information?

This question is used to identify what school year you are applying for financial aid.

How to answer this question

- 2019-2020

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- ○ Select this answer if you are applying for financial aid under the DREAM Act for the first time for the 2019-2020 school year.

- 2020-2021
  - ○ Select this answer if you are applying for financial aid under the DREAM Act for the first time for the 2020-2021 school year.
  Note: Continuing NYS DREAM students who first received aid in the 2019-2020 school will be notified when they need to complete a renewal application for financial aid for the 2020-2021 school year. Please __do not__ complete this application again.

    Note: Seniors in high school will select this option because they will be in their first year of college during the 2020-2021 school year.

Document Uploads- Loan Forgiveness

If you selected that you are applying for Loan Forgiveness, you will be required to upload one of the following documents to verify your high school completion:

- NYS High School Transcript reflecting two or more years of High School attendance at a NYS High School & NYS High School Diploma;

- NYS High School Equivalency Diploma reflecting passing score
  Note: Document uploads for the other programs will be indicated throughout the DREAM Act Application.

Student High School Education Details

What will your status be when you begin college in the school year you selected above?

Why are you asked this information?

This section is required for students who are seeking financial aid for undergraduate or graduate study. It 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.

To meet the in-state/resident tuition rate criteria, you must qualify for the in-state (or resident) tuition rate at your SUNY or CUNY college based on reasons other than residency or your receipt of a NYS high school diploma or equivalency diploma. SUNY and CUNY themselves determine who may qualify for in-state tuition under these terms.

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 selected school year from the below options:

- I will have attended a NYS high school for two or more years
  Note: You should select this option if you attended a NYS high school for two or more years between the 9th and 12th grades and received a NYS high school diploma. If you select this response, you will next be asked whether you graduated from a New York State high school.

- I will have received a NYS high school equivalency diploma
  Note: If you attended a NYS high school for two or more years and you received a NYS high school equivalency diploma, you should select this option.

- I will be charged in-state tuition at a SUNY or CUNY college for reasons other than residency.
  Note: SUNY or CUNY students who are charged the in-state tuition rate for a reason other than residency are eligible to apply for New York State student financial aid under the NYS DREAM Act provisions.

  Note: SUNY and CUNY themselves determine who is eligible to receive in-state tuition at their respective institutions.
  - *Review all eligible groups who will be charged in-state tuition at a SUNY here.*

  - *Review all eligible groups who will be charged in-state tuition at a CUNY here.*

- 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 disqualified 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 create a .zip file to upload both transcripts. Instructions on how to create a .zip file can be found on page 23 of this User Guide.

- Your high school diploma
  Note: If your high school transcript shows your graduation date, you do not need to upload your high school diploma. If your high school transcript does <u>not</u> show your graduation date, you will need to upload your high school diploma. You can create a .zip file to upload both your high school transcript(s) and your high school diploma. Instructions on how to create a .zip file can be found on page 21 of this User Guide.

- NYS equivalency diploma
  Note: If you earned a NYS high school equivalency diploma and you attended a NYS high school, you will not be asked to upload any high school transcripts. However, you must upload your NYS high school equivalency diploma transcript containing your Diploma Number and GED ID Number.

- Tuition Bill or other documentation from your college showing that you are charged in-state tuition.

  Note: If you have DACA status or are undocumented, you must redact your street address from documents before uploading your supporting documentation by either using a dark marker (for photocopied documents) or taping paper over your street address (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

Student High School Education Details

This section is used to identify your high school completion status to determine your eligibility under the provisions of the New York State DREAM Act. (For assistance in answering this question, read here.)

*What will your status be when you begin college in the school year you selected above? | I will have attended a New York State high school for two or more years.

*What will your high school completion status be when you begin college in the school year you selected above? | Select

*What year did/will you first enroll in undergraduate studies? (YYYY) |

If you are currently enrolled or were previously enrolled in college, provide the year you first attended college, even if you did not complete a term. If you will be graduating from high school or earning your high school equivalency diploma this year, please enter the year in which you will or intend to first enroll in college.

What will your high school completion status be when you begin college in the school year you selected above?

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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 selected 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 high school diploma from a school outside of NYS, you will not meet the eligibility requirement for secondary school attendance under the NYS DREAM Act provisions, and you will be disqualified from continuing with the application.

What year did/will you first enroll in undergraduate or graduate studies? (YYYY)

Why are you asked this information?
This question asks about your first enrollment in the level of study that you are currently seeking financial aid in this application.

How to answer this question

Provide the year that you first enrolled or will first enroll in undergraduate or graduate studies, the program that you are currently seeking financial aid.
Note: If you are currently enrolled or were previously enrolled in college, provide the year you first attended college, even if you did not complete a term. If you will be graduating from high school this year, please enter the year in which you will or intend to first enroll in college.

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:
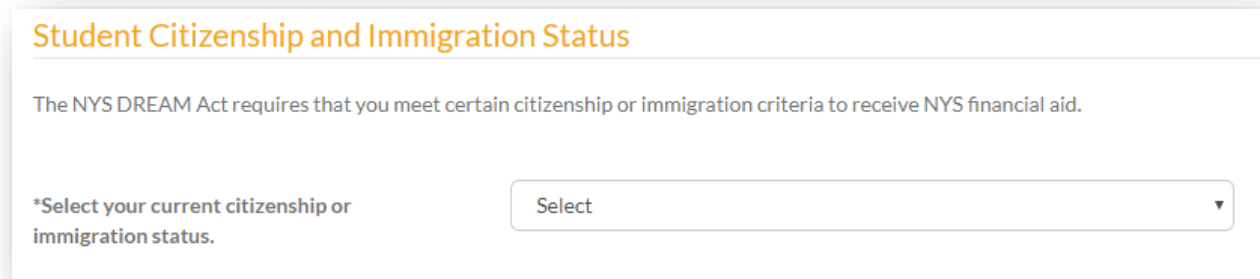
- Your high school diploma
  Note: If your high school transcript shows your graduation date, you do not need to upload your high school diploma. If your high school transcript does not show your graduation date, you will need to upload your high school. You can create a .zip file to upload both your high school transcript(s) and your high school diploma. Instructions on how to create a .zip file can be found on page 21 of this User Guide.

- NYS equivalency diploma/transcript

Note: If you earned a NYS high school equivalency diploma and you attended a NYS high school, you will not be asked to upload any high school transcripts. However, you must upload your NYS high school equivalency diploma transcript containing your Diploma Number and GED ID Number.

Note: If you have DACA status or are undocumented, you must redact your street address from documents before uploading your supporting documentation by either using a dark marker (for photocopied documents) or taping paper over your street address (if taking a picture of an original document).

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[1]

- I have a T-Visa

   T nonimmigrant status (T-Visa) is a temporary immigration benefit that enables certain victims of a severe form of human trafficking to remain in the United States for up to 4 years if they have assisted law enforcement in an investigation or prosecution of human trafficking. T nonimmigrant status is also available for certain qualifying family members of trafficking victims. T nonimmigrants are eligible for employment authorization and certain federal and state benefits and services. T nonimmigrants who qualify may also be able to adjust their status and become lawful permanent residents (obtain a Green Card).

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

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- 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

    The U nonimmigrant status (U-Visa) is set aside for victims of certain crimes who have suffered mental or physical abuse and are helpful to law enforcement or government officials in the investigation or prosecution of criminal activity.

    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 (TPS)

    TPS is a temporary benefit that does not lead to lawful permanent resident status or give any other immigration status. Once granted TPS, you cannot be detained by DHS on the basis of your immigration status in the United States. The Secretary of Homeland Security may designate a foreign country for TPS due to conditions in the country that temporarily prevent the country's nationals from returning safely, or in certain circumstances, where the country is unable to handle the return of its nationals adequately. USCIS may grant TPS to eligible nationals of certain countries (or parts of countries), who are already in the United States. Eligible individuals without nationality who last resided in the designated country may also be granted TPS.

    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 have DACA Status

    DACA defers removal action against you if you came to the United States as a child and meet several guidelines, subject to renewal. If you have been granted deferred action under DACA, you are eligible for work authorization. Deferred action does not provide lawful status.

    Note: If you have been granted deferred action under DACA, and your period of DACA has not expired, select the option "I have Deferred Acton for Childhood Arrivals (DACA) status."

    If your period of DACA has expired or you are requesting renewal of an expired period of DACA, select the option "I am currently without lawful immigration status." You will not be asked to upload documentation evidencing your DACA status.

- I am currently without lawful immigration status
  For purposes of the NYS DREAM Act, you will select this option if you are residing in the U.S. and are without documented status because your immigration status has expired, your immigration application/petition was denied, your application for asylum is pending, or you arrived without inspection.

  Note: You will not be asked to upload documentation evidencing that you are undocumented.

- I am a U.S. citizen whose permanent home is not in NYS
  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
  A Permanent Resident Alien is any person who is not a citizen of the United States and who is living in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant (also known as "resident alien permit holder," and "Green Card holder").

  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 criteria 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 monitor your lifetime financial aid award eligibility.

How to answer this question

- If you have both documented status and 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 update your contact and other student information. You will not be required to disclose information regarding the immigration or citizenship status of your spouse or your parent(s).

Student Information: Those with DACA Status/without Documented Status

How to answer this question if you have DACA status or 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.

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- 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.
    - If your name and/or gender has been changed in the New York City Department of Education's (NYCDOE) permanent records, but you have not had a legal name change, an official letter from your high school or the NYCDOE reflecting both your current and former names must be submitted.

- State/Zip Code. You must only enter your zip code and state of residence.
    - Students who are under 22 years old are considered dependent for New York State student financial aid purposes unless they meet certain conditions. If you are under 22 years old, the state and zip code that you provide must be that of your parent(s), stepparent(s), or adoptive parent(s).
    - The student may provide their own residency information if you meet one of the following 6 conditions:
        1. I was or will be honorably discharged for full-time active military service
        2. Both of my parents were totally or permanently disabled
        3. Both of my parents were declared incompetent
        4. My family dissolved and my parents are no longer or will no longer be responsible for my care
        5. I received or will be receiving public assistance
        6. I am without lawful immigration status and my parents are not currently responsible for my care

- 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.

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Student Information: Those with Documented Status

How to answer this question if you have lawful status

- Name. You must enter the first and last name by which you are legally known. A legal name is required in connection with the receipt of NYS student financial aid awards.
  - o 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.
  - o 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 are currently known by a name other than that which appears on your birth certificate, high school transcript or diploma, tax return, or other legal document:
  - o Select "Yes" if you have changed your legal name from that which appears on your required documentation *or* if your school records reflect a name other than your legal name.
  - o Select "No" if your required documentation reflects your legal name.
  - o For an applicant who has obtained a legal name change that is not reflected on their required documentation, a court order, marriage license, amended birth certificate, or other legal document must be submitted.
  - o For an applicant whose name and/or gender has been changed in the New York City Department of Education's (NYCDOE) permanent records, but who

has not had a legal name change, an official letter from your high school or the NYCDOE reflecting both your current and former names must be submitted.

- Address. If you have documented status, you must enter your permanent address.
  - Students who are under 22 years old are considered dependent for New York State student financial aid purposes unless they meet certain conditions. If you are under 22 years old, you must provide your parent(s), stepparent(s), or adoptive parent(s)' address.
  - You may provide your own residency information if you meet one of the following 6 conditions:
    1. I was or will be honorably discharged for full-time active military service
    2. Both of my parents were totally or permanently disabled
    3. Both of my parents were declared incompetent
    4. My family dissolved and my parents are no longer or will no longer be responsible for my care
    5. I received or will be receiving public assistance
    6. I am without lawful immigration status and my parents are not currently responsible for my care

- 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.

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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 Grade Level: Undergraduate Students Only

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

Why are you asked this information?

This section is only asked for students who are seeking financial aid for their undergraduate study. The information provided 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 selected 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 selected school year.

- Select "No" if you will have a certificate or associate's degree when you begin classes for the selected school year.

Are you a candidate for or a participant in the EOP, HEOP, SEEK, or College Discovery opportunity program?

Why are you asked this information?

Opportunity Programs are designed to provide access, academic, social and financial support to students who show promise for mastering college-level work, but may not otherwise be

considered for general admission. Opportunity Program candidates and participants would have applied with their colleges.

This information is necessary for your college to determine if you are eligible to participate in the Opportunity Program under the NYS DREAM Act provisions.

How to answer this question

- If you are attending or will attend a SUNY college and have applied or will apply for the Educational Opportunity Program (EOP) on your campus, select "Yes"

- If you are attending or will attend a CUNY college and have applied or will apply for the SEEK or College Discovery program on your campus, select "Yes"

- If you are attending or will attend a private college and have applied or will apply for the Higher Education Opportunity Program (HEOP) on your campus, select "Yes"

- Select "No" if this does not apply to you

- Select "Unsure" if you do not know if you are a candidate or participant in the named program. HESC will retain your information and verify your eligibility if contacted by your college or SED about your eligibility under the DREAM Act.

Are you a candidate for or a participant in the NYS Scholarship for Academic Excellence award?

Why are you asked this information?

The New York State Education Department (NYSED) notifies students who have been nominated by their high schools to receive the Scholarships for Academic Excellence (SAE) award.

This information is necessary for the NYSED to determine if you are eligible to participate in the SAE program under the NYS DREAM Act provisions.

How to answer this question

- Select "Yes" if you are a candidate for or a participant in the Scholarship for Academic Excellence

- Select "No" if this does not apply to you

- Select "Unsure" if you do not know if you were nominated for this award

Are you a candidate for or a participant in the NYS Aid for Part Time Study Program?

Why are you asked this information?

The Aid for Part-Time Study program (APTS) is campus-based — that is, each participating college selects its recipients and determine award amounts. Recipients must be enrolled in at least 3 but fewer than 12 credits. After selecting recipients, your college must waive your tuition in the amount of your part-time award.

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This information is necessary for your college to determine if you are eligible to participate in the APTS program under the NYS DREAM Act provisions.

How to answer this question

- Select "Yes" if you are a candidate for or participant in NYS APTS

- Select "No" if this does not apply to you

- Select "Unsure" if you do not know

Are you a candidate for or a participant in the Collegiate Science & Technology Entry Program (CSTEP)?

Why are you asked this information?

CSTEP provides academic enrichment and research experience in STEM content to economically disadvantaged African-American, Hispanic/Latino, American Indian or Alaskan native students at participating colleges.

This information is necessary for your college to determine if you are eligible to participate in CSTEP under the NYS DREAM Act provisions.

How to answer this question

- Select "Yes" if you are a candidate for or participant in CSTEP

- Select "No" if this does not apply to you

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Supporting Documents

Supporting Documents

The following documents are **required** to complete your eligibility verification application. **If you are without lawful immigration status, or if you or your parent(s) do not have an SSN or TIN, please remove your street address and/or parent name(s) from all documents before uploading.**

- **Proof of Citizenship or Immigration Status:** You must provide your Birth Certificate or Certificate of Citizenship to provide evidence for the immigration status you selected.

- **New York State High School Transcript and Diploma or Equivalency Diploma Documentation (Unofficial):**
- High School Transcript and Diploma: If you received a New York State high school diploma, you must provide a transcript(s) from a New York State high school showing you were in attendance for at least two (2) years and your New York State high school diploma showing your graduation date. (Upload your transcript(s) and diploma as a .zip file by referring to the Upload FAQ.)
- New York State High School Equivalency Diploma Documentation: If you obtained your New York State high school equivalency diploma, you must upload your documentation. *(The document must display the HSE ID Number.)*

Official transcripts are not required; you may upload unofficial transcripts. Your full name must be visible on all documentation provided. Your transcript should be a full transcript, showing all grades, not just a grade report.

Do not copy and paste the information into Microsoft Word™ or any other word-based program. It will not be reviewed and will result in an incomplete application.

Upload Instructions:
- All documents must be uploaded by you directly to this form.
- Select the corresponding item in the drop down and click **Browse** to locate the file saved on your computer.
- The only acceptable file formats are: **.pdf, .tif, .png, .gif, .jpeg, .bmp** and **.xps**. No document may be provided in Microsoft® Word. If you have multiple files, you may upload them in a .zip file as long as the individual files are in an acceptable file format. **Any other file formats will not be reviewed and will result in an incomplete application.**
- Click **Upload.**

Why are you being 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 format 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 requested file formats.
- Only upload the required supporting documents.
- Applicants who are undocumented should black out their street address and/or 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 will remain incomplete if you do not provide that document. Contact NYSDREAM@applyists.com if you are having trouble providing a required document. Please put "Program Eligibility" in the Subject line.
- Password protect your uploaded documents. Password-protected documents will be rejected.
- Upload any file that has a viewing expiration date.

How to Create a .zip File

If you have multiple files to upload for a single documentation requirement (e.g., for your high school transcript and diploma), you can follow the below four steps to create a .zip file:
1. Create a new folder on your Desktop, name it the document type you will be uploading. For example, Test Scores, Transcript, or Financial Documentation.
2. Move all the files you wish to upload into the new folder.
3. Right click on the folder from your Desktop:
   - a. PC Users: select "Send to," followed by "Compressed (zipped) folder."
   - b. Mac Users: select "Compress [folder name]."
4. Your new .zip file will be located on your Desktop, ready to upload.

Monitoring Your Application

- *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 you have correctly uploaded your documents. Only completed applications will be processed.*

To check your application status, take these steps:

- Log into your account at https://aim.applyISTS.net to access your Home page.
- Find the application box on your Home page to view the overall status.
  - Started = To see the documents needed, click the grey or orange 'Started' tile next to application title. This will open another box that will list all required documents, and the current status of each.
    - If one of the required documents has a "Not Received" tile next to it, click on the green 'Go To Form' tile. In your application, upload the required document in the Supporting Documents section.

Please check your Home page if you have uploaded a document but it has not been accepted. This could mean that the document has not yet been processed and accepted. (You should allow 5-7 business days for processing.) If the deadline has passed, and your document reads "Not Received" or "Rejected," instead of "Processing" or "Accepted," please contact ISTS at NYSDREAM@applyISTS.com or call 888-697-4372.

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