COMPLETE THE SUPPLEMENT FORM

One of your To Do items will be to complete the Supplement Form. The Supplement Form is used by CUNY to determine potential eligibility for the New York State Aid to Part-Time Study (APTS) program.

STEP# 1: Login to CUNYfirst at: https://home.cunyfirst.cuny.edu.

STEP# 2: Select HR/Campus Solutions from the menu on the left.

STEP# 3: Navigate to Self Service followed by Student Center.

STEP# 4: In the Finances section on the left, click the Supplement Form link.

STEP# 5: Enter KCC01 for your Institution and 2018 for the Aid Year, then click OK, and provide the requested information on the next screens to complete the Form.