To apply for an Aid for Part-Time Study (APTS) award please follow the instructions below:

□ Read the instructions included with the APTS application. You must meet the required criteria in order to be eligible for this award. Please pay particular attention to the sections “Who is Eligible for APTS,” and “What are the Income Limits?”

□ Complete the required sections of the application and sign it. Married students also require a spouse’s signature. Dependent students require parents’ signatures.

□ Comply with one of the following:

A. Along with the APTS application, you must submit a signed copy of your 2014 New York State Income Tax Return. Dependent students who were claimed on their parents 2014 Tax Return must also include a signed copy of their parents’ 2014 New York State Income Tax Return.

B. If you or your parent(s) worked but did not file taxes, submit W2 statement(s) with your APTS application.

C. If you or your parent(s) did not have any income from employment in 2014, please enter all “0”s in line 11 and/or 14 to indicate that you do not have W2 statement(s) or New York State Income Tax Returns to submit.

□ Please be sure your local and permanent addresses are up to date.

You must be in good academic standing to be eligible for the APTS award. If it is determined that you have NOT met all required criteria, the APTS award may be rescinded and you would then be responsible for any outstanding balance on your account.

For further information on APTS, please visit our website at http://financialaid.buffalo.edu/aid/grants/apts.php or contact the Office of Financial Aid by calling (716) 645-8232 or by emailing TAP@provost.buffalo.edu.