COMPLETE THE SUPPLEMENT FORM

The Supplement Form is used by CUNY to determine potential eligibility for the New York States 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 2020 for the Aid Year, then click OK, and provide the requested information on the next screens to complete the Form.