How to Submit a Change in Aid Request to OSFA

(Please complete all steps to initiate or change student loans)

**Step 1:** Login to [https://uga.verifymyfafsa.com](https://uga.verifymyfafsa.com) (you need to create an account if you haven’t already) and click the Request button.

**Step 2:** Click the plus sign beside *Change in Aid Request – UGA* for the appropriate aid year. For example:
- 2020-2021 includes Fall 2020 and Spring 2021
- 2019-2020 includes Fall 2019 and Spring 2020

*Note: Summer is a separate request. Click [here](https://uga.verifymyfafsa.com) for the Summer Change in Aid instructions.*
Step 3: Enter either “Add Aid” or “Cancel/Reduce Aid” and click submit.

Step 4: A Success message will appear to indicate your request has been created. Click OK.
Next click on the Other Documents tab then expand the Change in Aid Request – UGA section.

Step 5: Click Fill Out to begin.
Click **Continue**.

**Step 6:** Select your **Grade Level** and what you want to do then **Continue**.
Step 7: Select Maximum Amount or provide a Specific Amount for each term. Indicate if you would like to be considered for an Unsubsidized Loan. Enter the number of hours you are or will be enrolled for each term then provide any additional information and click Continue.
Step 8: The Change in Aid Request – UGA summary screen will appear for you to review your answers.

In order for your change in aid request to be processed:

- You must have completed the FAFSA process for the academic year.
- You must enroll at least half-time in the term(s) for which you are requesting aid.
- You must have remaining loan eligibility for the academic year.

Important Note: The amount(s) you enter below will be added to any loans you are currently awarded!

If you are submitting a correction to a previous Change in Aid request, please indicate in the "Other Requests or Additional Information" section that this request replaces an earlier Change in Aid request that was submitted in error. Please be patient - each additional submission will delay processing.

Federal Direct SUBSIDIZED Loan.

- Fall 2019
  - Maximum Amount
  - Specific Amount
- Spring 2020
  - Maximum Amount
  - Specific Amount

In the amount(s) you requested, if you are not eligible for a Federal Direct Subsidized Loan, would you like to be considered for an Unsubsidized Loan instead? **Click here for more information on the difference between a Subsidized Loan and an Unsubsidized Loan.**

- Yes
- No

Enrollment Plan

Please tell us below the number of hours you will take each term. Your Cost of Attendance and financial aid eligibility will be determined using this information.

Note: Enter 0 if not enrolled that term.

- Fall 2019
  - 6
- Spring 2020
  - 10

Other Requests or Additional Information

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING:** If you purposefully give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.
Step 9: The Create my E-Sign PIN link is at the bottom of the review and sign screen on the form you are completing. The first time you e-sign a web form, you must create an e-sign pin to sign electronically. 

Note: The Create my E-Sign PIN will not be hyperlinked but you can click on the words and screen will appear.

If the request is correct, provide your E-sign PIN (not the password you used to login) and click E-Sign. Otherwise, click Back and make any necessary corrections.
Step 10: Accept the E-Sign Terms and Conditions.

Consent to Use of Electronic Signatures

Electronic Signatures

Federal law requires your consent to use electronic signature for documentation and records ("Electronic Documents") that would otherwise be legally effective only if provided to you in a printed written paper document.

"Electronic Documents" include the documents you may save on your computer, attach to e-mail or are generated through the use of web forms. They can typically be printed out, but exist independently in an electronic form on your computer.

By clicking in the box marked "I agree" at the bottom of this page, you consent to use of electronic signatures rather than paper documents for the forms provided on this website (the "Site"). You are also confirming that you have the capabilities to receive and review electronic records and that you have an active email account.

You understand that your electronic signature is legally binding, just as if you had signed a paper document. Your consent to use electronic signatures and documents applies only to materials generated on the Site.

Identification Authentication and Security

Identity authentication is required prior to use of an electronic signature. The Site will confirm your identity by authenticating data provided by you with data maintained by an independent source. Once your identity has been confirmed you may be required to create a Personal Identification Number (E-Sign PIN) for the Site. You should keep your username, password, and E-Sign PIN information confidential at all times.

Paper Signature

If you prefer to use paper signatures, you may instead print a copy of the completed POA presented on the Site, sign them, scan them, save them on computer desktop, and upload them to the Site.

Paper Delivery of Disclosures and Notices

You have the right to receive a paper copy of the disclosures, notices, terms and conditions, and other communications provided on the Site. There is no cost to receive paper copies of any electronic records. If you wish to receive a paper copy, please send a request with your name, mailing address, daytime telephone number, and the document you wish to receive to one of the following:

Email: info@site.com
Phone: 7000420147

System Requirements

In order to use electronic signatures and to receive electronic communications, you must have:

- A personal computer or other device that can connect to the Internet.
- Software that enables you to receive and view Portable Document Format (PDF) files, such as Adobe Acrobat Reader (available for a free download at https://get.adobe.com/reader/).
- An Internet browser that supports 128-bit encryption, including any of the following:
  - Edge
  - Firefox
  - Chrome
  - Safari

Withdrawal of Electronic Signatures

You may withdraw your consent to use electronic signatures at any time. If you wish to do so, you may click to opt out of the ability to electronically sign a document whenever an electronic signature may be applied. You will only have the ability to turn in documentation as mentioned in the Paper Signature section above. Unselecting the decision to opt out will require you to reaccept the Consent to Use of Electronic Signatures before you may begin applying electronic signatures to your documents.
Step 11: Click OK to acknowledge that you have E-Signed the document.

Success

You have successfully E-Signed your document, and it has been automatically uploaded into our system. You will now be redirected back to your current tasks.

Step 12: Click Submit to submit your Change in Aid Request – UGA.
Step 13: Click Finish if you have no other tasks to complete.

Once you see the Congratulations screen you have no further action to take.