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.studentforms.com/ (you need to create an account if you haven’t already) and click the Manage Request button.

Step 2: Click the plus sign beside Change in Aid Request – UGA for the appropriate aid year. For example:
2022-2023 includes Fall 2022 and Spring 2023
2023-2024 includes Fall 2023 and Spring 2024

Note: Summer is a separate request. Click here 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 Change in Aid Request – UGA tile under the Needs Action section.
Expand the task by clicking on the > symbol.

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.

### Change in Aid Request - UGA

#### Demographics
- **University of Georgia**
- 220 H祷al/Hunter Academic Building
- Athens, GA 30602-6114
- (706) 542-6147
- osfa@uga.edu

#### Change in Aid Form
- **Please correct the following information if needed:**
  - **First Name**
  - **Last Name**
  - **Phone number**

- **Use this form to request that OSFA change your Financial Aid Award for the current Academic Year.**
  - **Grade Level**
    - [ ] Undergraduate
    - [ ] Graduate

- **Students are automatically awarded the Federal Pell Grant and/or the HOPE/Zell Miller Scholarship if they meet the eligibility requirements. Eligible UGA students attending other HOPE eligible institutions as transients must complete the HOPE/Zell Miller Scholarship Transient Request form.**

- **What do you want to do?**
  - [ ] Add Loans
  - [ ] Cancel/Reduce Aid

- **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 2022**
  - [ ] Maximum Amount
  - [ ] Specific Amount
- **Spring 2023**
  - [ ] 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?**
  - [ ] Yes
  - [ ] No

#### Federal Direct UNSUBSIDIZED Loan
- **Fall 2022**
  - [ ] Maximum Amount
  - [ ] Specific Amount
- **Spring 2023**
  - [ ] Maximum Amount
  - [ ] Specific Amount

- **Are you requesting an Unsubsidized Loan because your parents were denied a Parent PLUS 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 2022:**
  - [ ] 15

- **Spring 2023:**
  - [ ] 15

#### Other Requests or Additional Information
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.

Step 11: Click OK to acknowledge that you have E-Signed the document.
Step 12: Click **Submit** to submit your Change in Aid Request – UGA.

Step 13: Click **Finish** if you have no other tasks to complete.

After you click finish you will be prevented from making further changes while your files are being reviewed.

Once you see the “No action is required…” statement you have no further action to take.