How to Submit a Change in Aid Request to OSFA for *Summer* Semester
(Please complete all steps to initiate or change summer student loans)

Important: DO NOT submit a Summer Change in Aid Request until you have registered for Summer classes. Your eligibility for summer Federal Direct Student Loans CAN NOT be determined without verified enrollment.

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 Summer Change in Aid Request – UGA
Step 3: Enter either “Add Aid” or “Cancel/Reduce Aid” and click submit.

Summer Change In Aid - UGA -- 2022-2023

DO NOT submit a Summer Change in Aid Request until you have registered for Summer classes. Once registered, complete this process to request add/reduce/cancel changes to your Summer aid. Please allow 10-14 business days for processing.

When notified, please look for Important Messages in the Financial Aid Status section of your Athena account and carefully review any active messages. Important information regarding your Summer Change in Aid Request will be displayed in these messages after your request has been processed.

Unless this Summer Change in Aid request was inaccurate DO NOT submit another Summer Change in Aid request. Duplicate requests will delay processing.

To submit a corrected Summer 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. Click Summer Change in Aid Instructions for a step by step guide to submitting a Summer Change In Aid Request.

"Please note that after entering which type of request you need and clicking submit you will have to click on the 'Other Documents' tab to complete the process."

Please enter which type of request you need in the comment box below:
- Add Aid
- Cancel/Reduce Aid

Please explain your reason for this request.

Enter your comments...

Step 4: A Success message will appear to indicate your request has been created. Click OK.
Next click on the **Summer 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. If you are an undergraduate, you will be asked if you are interested in a Federal Direct Unsubsidized loan if a Subsidized Loan is not available. There is a box for you to provide additional information if needed.
Enter the number of hours you will be attending Summer semester. You must be enrolled at least half time to receive loans. Click Continue.

Note: Do not leave either of these fields blank.
Step 8: The Summer Change in Aid Request – UGA summary screen will appear for you to review your answers.
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.

![Success message](image1)

Step 12: Click **Submit** to submit your Summer Change in Aid Request – UGA.

![Submit button](image2)

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

![Finish button](image3)

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