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

Step 1: Login to 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 Summer Change in Aid Request – UGA for 2019-2020.
Step 3: Enter a brief explanation of your request and click submit.

Summer Change In Aid - UGA--2019-2020

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 Change in Aid Request will be displayed in these messages after your request has been processed.

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

To submit a corrected 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 here for a step by step guide to submitting a Change In Aid Request.

Please explain your reason for this request.

I would like to add Summer Loans.

Characters left: 222 / 255

Go Back Submit
Step 4: A Success message will appear to indicate your request has been created. Click OK.

Next click on the **2019-2020 Other Documents** tab then expand the **Summer 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**. 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.
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 UNSUBSIDIZED Loan.**

- **Summer 2020**
  - Maximum Amount
  - Specific Amount

**Federal Direct GRAD PLUS Loan.**

Students should have requested their annual loan maximum eligibility under the Federal Direct Unsubsidized Loan Program before requesting a Federal Direct Graduate/Professional PLUS Loan. For more information, see the Federal Direct Graduate/Professional PLUS Loan.

- **Summer 2020**
  - Maximum Amount
  - Specific Amount

**Other Requests or Additional Information**

**Enrollment Plan.**

Please enter the number of hours you will be enrolled during each session as completely and accurately as possible. This will enable us to award you correctly.

Your Summer Change in Aid Requests cannot be processed until after you have registered for summer classes. In addition, you must be enrolled **at least half time** or more in eligible summer hours in order for summer loans to be applied to your UGA student account and/or disbursed.

Specify a number of hours for each category listed below. Enter ‘0’ if you are not attending.

**UGA Summer Hours**

- **6**

**Study Abroad/Field Study/Internship/Directed Study Hours**

- **0**
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.

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