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.verifymyfafsa.com](https://uga.verifymyfafsa.com) (you need to [create an account](https://uga.verifymyfafsa.com) 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 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 **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 in 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.

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 email 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

Identification 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 PDFs 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: 700000017

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 opt out of the ability to electronically sign a document wherever 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 re-accept 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.