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 Athenas 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

[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**.
Step 8: The **Summer Change in Aid Request – UGA** summary screen will appear for you to review your answers.

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**University of Georgia**
220 Holmes-Hunter Academic Building
Athens, GA 30602-6114
(706) 542-6147
osfa@uga.edu

2019/2020 Change in Aid Form
Please correct the following information if needed
First Name: LYNNE
Last Name: TESTING/CLEAN
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 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 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: If the request is correct, provide your E-sign Password (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 signatures on documents 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 see on your computer, filled in and saved in a digital format or through the use of web forms. They can typically be printed out, but also 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 web site (the "Site"). You are also confirming that you have the capability to receive and view electronic records and that you have an active e-mail 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 forms 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@uga.edu
Phone: 706-656-1718

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 check off 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. Unchecking 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.

[Accept] [Cancel]
Step 11: Click OK to acknowledge that you have E-Signed the document.

![Success message]

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.

![Submit button]

To complete the Change In Aid Request (to request add, reduce or cancel changes to your Summer aid) click on the “Fill Out” button below. Please allow 10-14 business days for processing.

I would like to add Summer Loans.

Summer Change In Aid - UGA

Download
Summer Change In Aid - UGA.pdf

Date Filled Out
04/06/2020

Submit button
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.