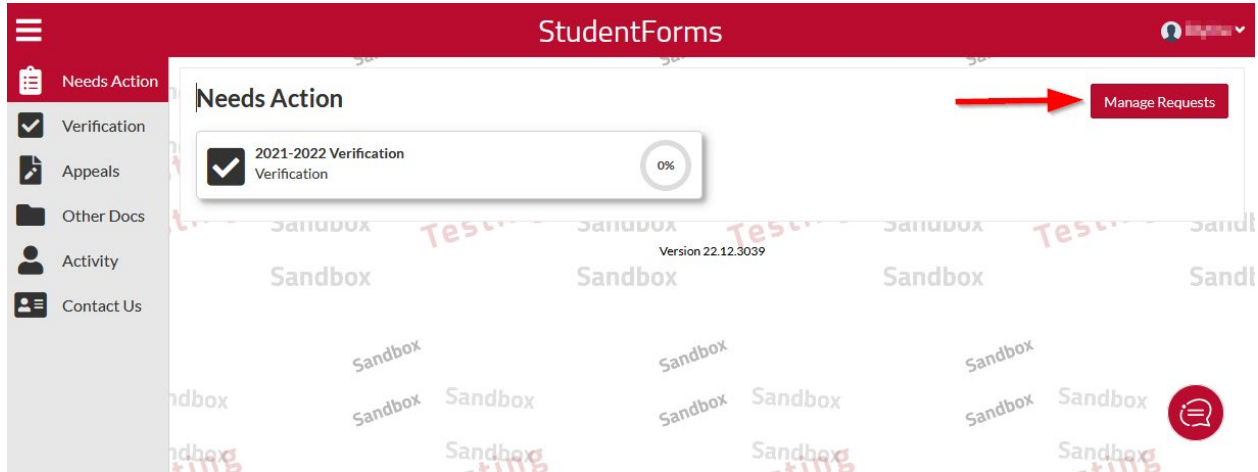




How to Submit a Change in Aid Request to OSFA

(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.

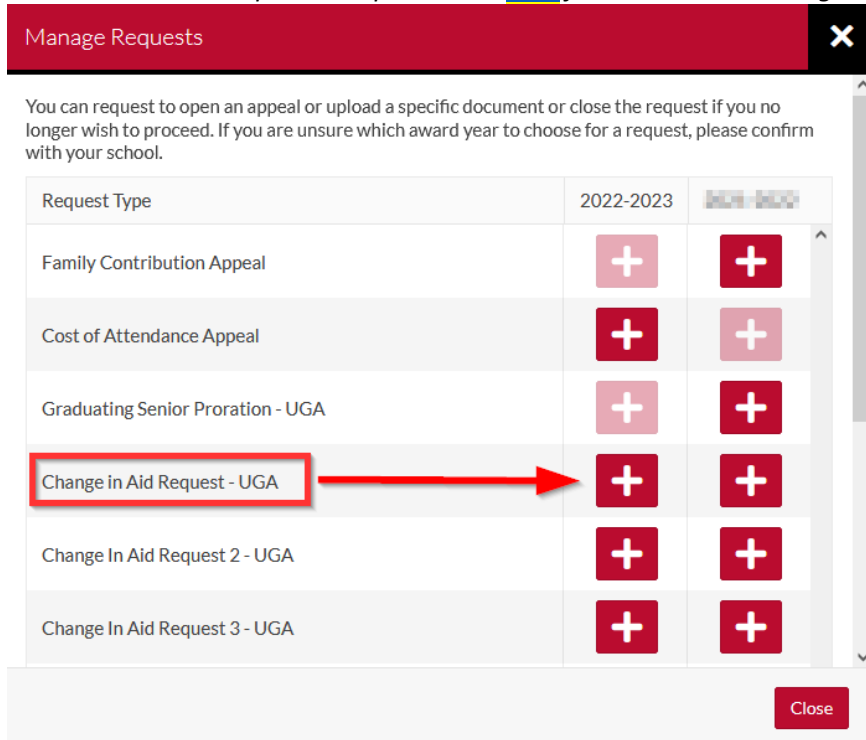


Step 2: Click the plus sign beside **Change in Aid Request – UGA** for the appropriate aid year. For example:

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**.

Add Request ✕

Change in Aid Request - UGA -- 2022-2023

Complete this process to request **add/reduce/cancel** changes to your **Fall/Spring** 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 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...

❗ Comment must be between 3 and 255 characters

Submit **Go Back**

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

Success ✕

Your request has been successfully created!

OK

Next click on the **Change in Aid Request – UGA** tile under the **Needs Action** section.

StudentForms

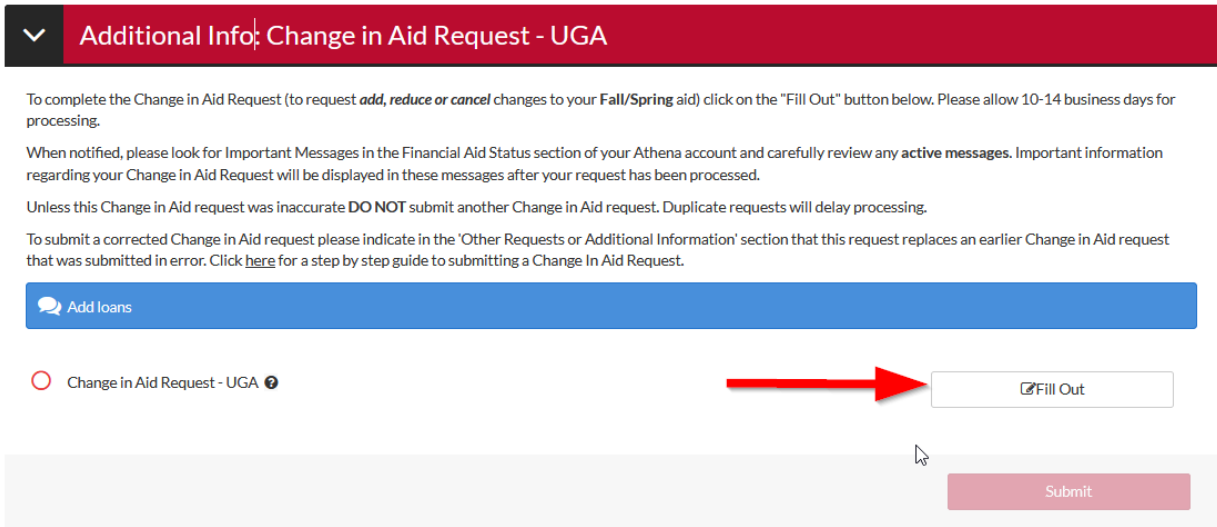
Needs Action Manage Requests

- 2021-2022 Verification Verification 0%
- Change in Aid Request - UGA** Other Documents

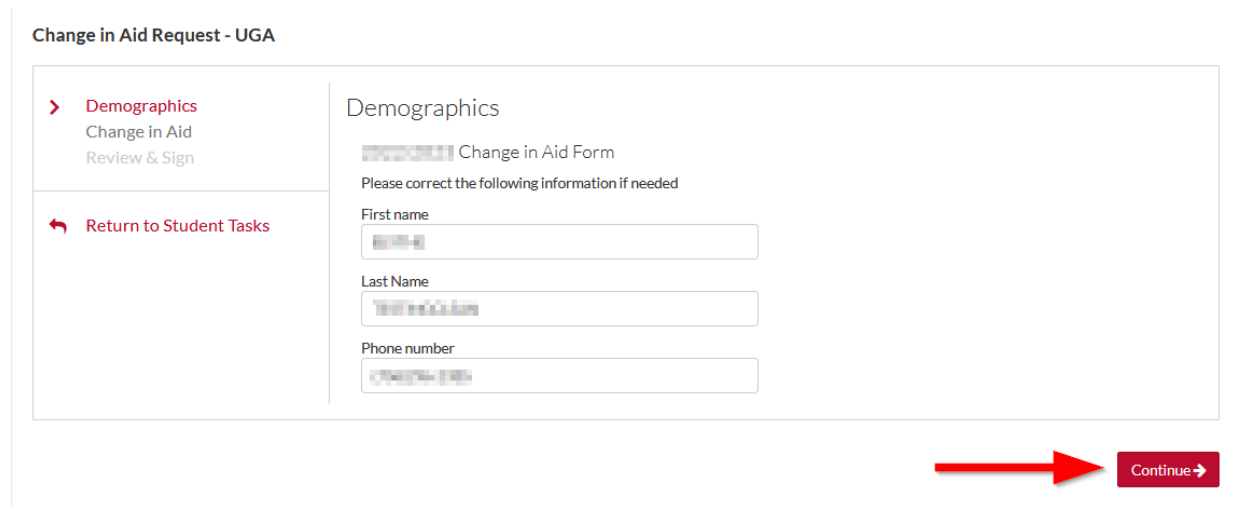
Expand the task by clicking on the > symbol.



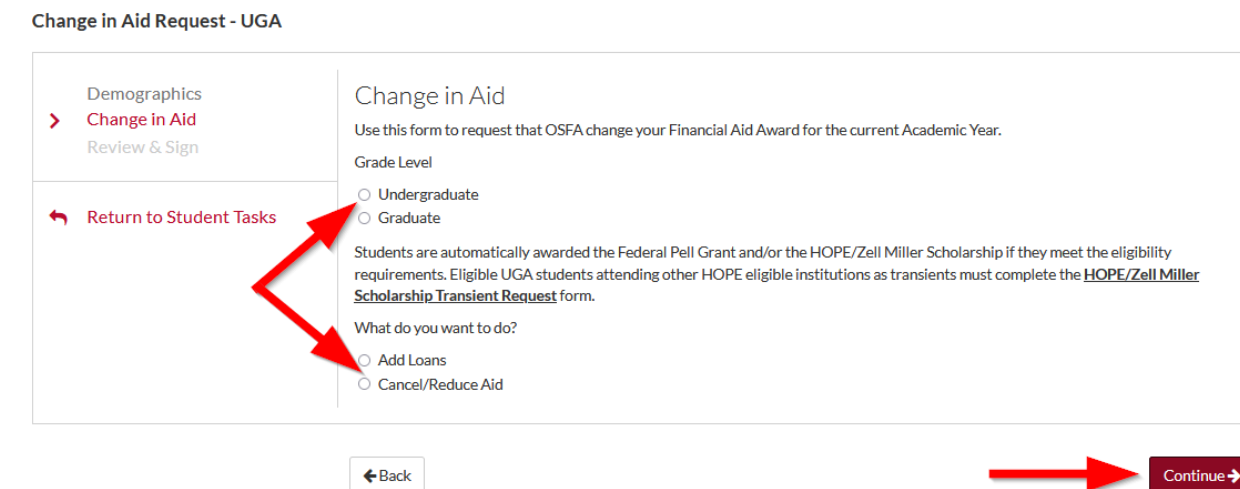
Step 5: Click **Fill Out** to begin.



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**.

Change in Aid Request - UGA

Demographics
➤ **Change in Aid**
Review & Sign

Return to Student Tasks

Change in Aid

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? [Click here for more information on the difference between a Subsidized Loan and an Unsubsidized 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

Spring 2023

Other Requests or Additional Information

Back Continue➔

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

Change in Aid Request - UGA

<p>Demographics Change in Aid > Review & Sign</p>	<p>University of Georgia 220 Holmes/Hunter Academic Building Athens, GA 30602-6114 (706) 542-6147 osfa@uga.edu</p> <p>Change in Aid Request - UGA</p>
<p>Return to Student Tasks</p>	<p>Change in Aid Form</p> <p>Please correct the following information if needed</p> <p>First name [REDACTED]</p> <p>Last Name [REDACTED]</p> <p>Phone number [REDACTED]</p> <p>Use this form to request that OSFA change your Financial Aid Award for the current Academic Year.</p> <p>Grade Level <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate</p> <p>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.</p> <p>What do you want to do? <input checked="" type="checkbox"/> Add Loans <input type="checkbox"/> Cancel/Reduce Aid</p> <p>In order for your change in aid request to be processed:</p> <ul style="list-style-type: none">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. <p>Important Note: The amount(s) you enter below will be added to any loans you are currently awarded!</p> <p>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.</p>
	<p>Federal Direct SUBSIDIZED Loan.</p> <p>Fall 2022 <input checked="" type="checkbox"/> Maximum Amount <input type="checkbox"/> Specific Amount</p> <p>Spring 2023 <input checked="" type="checkbox"/> Maximum Amount <input type="checkbox"/> Specific Amount</p> <p>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? Click here for more information on the difference between a Subsidized Loan and an Unsubsidized Loan.</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Federal Direct UNSUBSIDIZED Loan</p> <p>Fall 2022 <input checked="" type="checkbox"/> Maximum Amount <input type="checkbox"/> Specific Amount</p> <p>Spring 2023 <input checked="" type="checkbox"/> Maximum Amount <input type="checkbox"/> Specific Amount</p> <p>Are you requesting an Unsubsidized Loan because your parents were denied a Parent PLUS Loan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Enrollment Plan</p> <p>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.</p> <p>Note: Enter 0 if not enrolled that term.</p> <p>Fall 2022 15</p> <p>Spring 2023 15</p> <p>Other Requests or Additional Information</p>

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

The student must sign and date this form.

Student's Signature

Date

Spouse's Signature (optional)

Date

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.

The screenshot shows a web form interface for creating an E-Sign PIN. At the top right, there is a red arrow pointing to the text "E-Sign PIN" and "Create my E-Sign PIN" with a question mark icon. Below this is a white input field for the PIN. Underneath the input field is the text "Opt out of E-Sign" with a question mark icon and a "NO" button. At the bottom left is a "Back" button with a left-pointing arrow. At the bottom right is a green "E-Sign" button.

Step 10: Accept the E-Sign Terms and Conditions.

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 e-mail 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 web site (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
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 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: osfa@uga.edu
Phone: 7065426147

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 to 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.

➔ Confirm Cancel

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.

➔ OK

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

Additional Info: Change in Aid Request - UGA


To complete the Change in Aid Request (to request *add, reduce or cancel* changes to your *Fall/Spring* aid) click on the "Fill Out" button below. 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.

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Add loans

Change in Aid Request - UGA 


Fill Out

Download	Date Filled Out
Change in Aid Request - UGA.pdf	06/01/2022

Submit

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.

> Additional Info: Change in Aid Request - UGA 

Finish

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

No action is required while the Office of Student Financial Aid is reviewing your file. You may view documents that have been submitted by clicking on the links below.

> Additional Info: Change in Aid Request - UGA 