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/](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](https://uga.studentforms.com/) for the Summer Change in Aid instructions.*
**Step 3:** Enter either “Add Aid” or “Cancel/Reduce Aid” and click submit.

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**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.

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

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**Success**

Your request has been successfully created!

Next click on the **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.

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

Change in Aid Request - UGA

University of Georgia
220 Herty/Murphy Academic Building
Athens, GA 30602-6114
(706) 542-6147
osfa@uga.edu

Change in Aid Form
Please correct the following information if needed:
First name
Last name
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/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

Federal Direct UNSUBSIDIZED Loan
- Fall 2022
  - Maximum Amount
  - Specific Amount
- Spring 2023
  - Maximum Amount
  - Specific Amount

Are you requesting an Unsubsidized Loan because your parents were denied a Parent PLUS 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
  - 15
- Spring 2023
  - 15

Other Requests or Additional Information
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.

After you click finish you will be prevented from making further changes while your files are being reviewed.

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