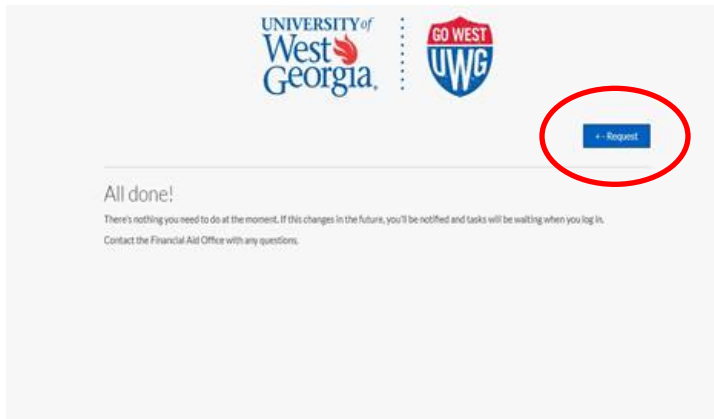


## Loan Change Request Form Instructions

**Please follow the instructions below to access the Loan Change Request Form.** This is the **only method** by which this document can be accessed and submitted.

1. Log into OneLogin from the “myUWG” link on the main UWG website.
2. Log into <https://westga.onelogin.com/portal/>
3. Search for “Financial Aid Verification” in the search box and click the ‘Financial Aid Verification’ app.
4. Sign-in with your full “@my.westga.edu” email address and OneLogin password
5. If prompted to confirm your information, please enter it exactly as it appears on your FAFSA.
6. Select “Request” button



7. Choose “**Loan Change Request**” from the list that appears.
  - a. If there is more than one option available for the form, choose either option.
  - b. If there is more than one year available, choose the year that coincides with the term you want to make changes to.
8. Print, complete, and upload the completed loan change request to the same portal. This is the **only** method by which this document can be accessed and submitted.
9. \*\*\*Remember to press the **SUBMIT** button once the document is uploaded.

### Optional Resource

Federal student loans have a loan origination fee that will be subtracted from the loan amount you accept. More information about the fee here: [Origination Fee](#)

Feel free to use our [Loan Origination Fee Calculator](#) (near the bottom of the page) if you’d like to accept only enough loan funding to cover your bill.