Dependency Override - PJ Dependency Override Appeal

For the 2018-2019 year (Fall 2018, Spring 2019, and Summer 2019 semesters) the student will need to log into our verification software to submit their request. Please follow the detailed instructions below to get to the Dependency Override Appeal form.

1. Go to GeorgiaSouthern.VerifyMyFafsa.com

2. You will need to log in using your MyGS username and password.
   a. If this is your first time accessing the verification software, you will need to create your account. The information entered must match the information on the FAFSA exactly.

3. Click on

4. Choose Dependency Appeal by clicking the green + for 2018-2019

5. Once you choose the appeal type, you will be required enter why you are appealing in the “Please explain your reason for this request” box. Then click Submit.

6. Click on the tab with the Red Circle

7. Click on PJ Dependency Override Appeal
8. Click

9. Read the instructions then click

10. Make sure your Demographics are correct then click

11. Choose the reason for your appeal, then click continue

<table>
<thead>
<tr>
<th>Special Circumstance</th>
<th>Award Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have been granted a Dependency Override Appeal in a previous academic year at Georgia Southern, and my situation has not changed.</td>
<td>2018 - 2019</td>
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<tr>
<td>Your parents are incarcerated</td>
<td>2018 - 2019</td>
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<tr>
<td>You left home due to an abusive family environment</td>
<td>2018 - 2019</td>
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<tr>
<td>You do not know where your parents are and you are unable to contact them</td>
<td>2018 - 2019</td>
</tr>
<tr>
<td>You are older than 21 but not 24 and unaccompanied and either homeless or self-supporting and at risk of being homeless</td>
<td>2018 - 2019</td>
</tr>
</tbody>
</table>

12. Complete the Appeal form electronically, making sure to select

- I will provide supporting 3rd party documentation.

13. Review & Sign your form electronically then click

14. A box will pop up, Click “OK”
15. Click “Upload” to Upload Third Party Documentation, attach your supporting documentation

16. Make sure the document is clear and easy to read in the Document preview section, then click “Use”. Continue to add all pages to support your appeal. Once all pages are uploaded, click “No” when asked if you would like to add another page.

17. Then click “Submit”

18. You will then need to click “FINISH” on the home screen in order for your request to be sent to our office.