How to Access the Satisfactory Academic Progress Financial Aid 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. You will see a requirement to complete the SAP Appeal, click on the blue box

4. After you click on the blue SAP Appeal box, an explanation and instructions will appear.
5. Click on ‘Fill Out’ SAP Appeal Web Form

6. Read the instructions then click

7. Make sure your Demographics are correct then click

8. Enter a detailed statement explaining your mitigating circumstances, making sure to select

   ✔️ I will provide supporting 3rd party documentation.

   , then click continue

9. Review & Sign your form electronically then click
10. A box will pop up, Click “OK”

Success

You have successfully E-Signed your document, and it has been automatically uploaded into our system.

Based on the answers you provided, you must upload the following documents:
- Third Party Documentation 1

You will now be redirected back to your current tasks.

11. Click “Upload” to Upload Third Party Documentation, attach your supporting documentation

12. 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.

13. Then click “Submit”

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

15. You will receive an email if any additional documentation is required. If nothing additional is required, you will receive an email with the appeal decision.