How to Access 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 the correct academic year.
   - 20XX-20XX will be for Fall 20XX/Spring 20XX/Summer 20XX
   - EXAMPLE: 2019-2020 will be for Fall 2019/Spring 2020/Summer 2020

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 1

7. Click on PJ Dependency Override Appeal

8. Click

9. Read the instructions then click
10. Make sure your Demographics are correct then click **Continue**

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

**Dependency Override Special Circumstances**

Below are the special circumstance(s) that have been chosen by your institution. Please only modify if you are absolutely certain of your changes.

- [ ] Your parents are incarcerated
- [ ] You left home due to an abusive family environment
- [ ] You do not know where your parents are and you are unable to contact them
- [ ] You are older than 21 but not 24 and unaccompanied and either homeless or self-supporting and at risk of being homeless

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 **E-Sign**

14. 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.

**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.