

# How to Request or Adjust a Loan

**Step 1.** Log in to your JHU SIS account at sis.jhu.edu. Navigate to the Financial Aid tab and click Online Forms, then select “FA-Loan Action Form”

The screenshot shows the Johns Hopkins University Financial Aid portal. The top navigation bar includes the university logo, a menu icon, and the user's name 'Student: ASEN - Ugrad / Bachelors'. The left sidebar contains navigation links: Dashboard, Announcements, Registration, Financial Aid (selected), View Financial Aid, Online Forms (highlighted), Federal Work Study Authorization Form, and Billing. The main content area displays a yellow banner with instructions: 'All tax documents must be submitted via IDOC at https://idoc.collegeboard.org. IDOC is only available after your CSS all other documentation directly to Student Financial Services using our online uploader. When using the uploader, pl special instructions, and upload your file. If you are not sure which type of document to select, please use the "OTHE'. Below this is the 'Online Forms' section with four links and their purposes: 'FA - Budget Adjustment Request Form' (for budget adjustments), 'FA - Document Upload Form' (for uploading documents), 'FA - Loan Action Form' (for loan adjustments), and 'FA - Satisfactory Academic Progress Appeal Form' (for appealing progress).

**Step 2.** Your basic information should populate automatically on the loan action form. You will need to select the award year you are requesting the action for and your academic level for that award year

The screenshot shows the input fields for the loan action form. At the top, there is a paragraph of instructions: 'Use this form to request new loans or an adjustment to current loans. If you need to adjust more than one type of loan, you should submit one form for each program. If you have any questions, please contact your financial aid office. Visit https://www.jhu.edu/admissions/financial-aid/ for a list of links.' Below this are several input fields: 'First Name', 'Last Name', 'Date of Birth', and 'Email Address' (all with placeholder text). There is also a 'Phone' field. At the bottom, there are two dropdown menus: 'Award Year \*' and 'Academic Level \*', both with placeholder text.

**Step 3.** Note the borrowing limits for your academic level and then indicate the type of action you wish to take and the loan program you are wishing to take action regarding. Options may vary.

The screenshot shows the 'Federal Direct Loan Annual Borrowing Limits' section. It lists three limits: 'Maximum Direct Loan Amount (subsidized & unsubsidized combined): \$5,500-Dependent students', 'Maximum Direct Loan Amount (subsidized & unsubsidized combined): \$9,500-Independents/Parent PLUS denials', and 'Maximum Subsidized Loan Amount: \$3,500'. A link is provided for more information: 'https://studentaid.ed.gov/sa/types/loans/interest-rates#fees'. Below this is the 'Action Type' section. It features two dropdown menus: 'Type of Action Requested' (with options: INCREASE, CANCEL, DECREASE, INCREASE, REQUEST NEW LOAN) and 'Loan Program \*' (with options: Federal Direct Subsidized, Federal Direct Unsubsidized, Federal Parent PLUS, Private, Institutional). There are also radio buttons for 'For Term' with options 'Fall' and 'Spring'.

**Step 4.** Complete the fields for the action you wish to request. The fields required will vary based on both loan program and type of action requested.

**Action Type**

Type of Action Requested: REQUEST NEW LOAN  
Loan Program\*: Federal Direct Subsidized

**Subsidized Loan Adjustments**

Award Federal Direct Unsubsidized Loan funds if I'm not eligible for the Subsidized Loan?  
Loan Amount\*: 5500  
 Maximum Loan Amount

For Term(s): select all that apply  
 Fall  
 Spring  
 Summer

**Step 5.** Provide a reason you are requesting action be taken. We may contact you for additional information depending on the circumstances described.

Reason for this request \*

[Empty text area for providing a reason for the request]

**Step 6.** Apply your signature and submit the form for review and processing.

Student Signature\*: [Handwritten signature]  
Date: 11/18/2022

<https://www.jhu.edu/admissions/financial-aid/>

Your financial aid To Do List will be updated in approximately 3-5 business days.