

# Campus Mail Guide

One of the best ways to send in your scholarship applications to the Perimeter College Development Office is through intercampus mail. Intercampus mail is free and easy to use. However, you must plan ahead to utilize intercampus mail. **Your scholarship application(s) must be received on deadline day (March 1, 2017). You will want to send your application(s) in via intercampus mail at least three business days (by February 27, 2017) in advance of the deadline.** Be sure to carefully read and follow the steps below in order to send your scholarship applications in via intercampus mail.

**Step 1:** Request a intercampus mail envelope. You can ask any office on campus (financial aid, advising, ect.) for an intercampus mail envelope. Simply say that you are a student and you are applying for Perimeter College scholarships and you are planning to send your applications in via intercampus mail.

**Step 2:** Complete the intercampus mail envelope and place your applications inside. Most intercampus mail envelopes look like the one below, although there are variations of the envelope, be sure to complete the critical information (i.e. where the envelope needs to be delivered).

**On the name line write the following:** *Dr. Kara Gardner, Scholarships*

**On the department line write the following:** *Development Office, Decatur Campus*

**INTER-DEPARTMENT DELIVERY**  
*Cross out previous address. Utilize all spaces.*

Name	Name	Name	<div style="border: 1px solid black; padding: 5px; width: fit-content;">                 Dr. Kara Gardner, Scholarships                  Development Office, Decatur Campus             </div>
Dept.	Dept.	Dept.	
Name	Name	Name	
Dept.	Dept.	Dept.	
Name	Name	Name	
Dept.	Dept.	Dept.	
Name	Name	Name	
Dept.	Dept.	Dept.	
Name	Name	Name	
Dept.	Dept.	Dept.	
Name	Name	Name	
Dept.	Dept.	Dept.	
Name	Name	Name	
Dept.	Dept.	Dept.	
Name	Name	Name	
Dept.	Dept.	Dept.	
Name	Name	Name	
Dept.	Dept.	Dept.	

**\*\*\*If other lines on the intercampus mail envelope have been used by other department/people, be sure to mark them out so that we get your applications. Failure to complete the envelope correctly means that we may not receive your applications on time.**

**Step 3:** Drop off your intercampus mail envelope into a campus mail drop box. **DO NOT DROP YOUR INTERCAMPUS MAIL ENVELOPE INTO A US POSTAL MAIL BOX.** It is your responsibility to drop your intercampus mail envelope containing your scholarship application(s) into a campus mail drop box. Do not rely on faculty or staff members to complete this task for you unless a specific department/person is noted on this guide. Drop your intercampus mail envelope into a campus mail drop box yourself to ensure that your applications are received on time. **Remember, late applications are not accepted.**

### **Campus Mail Drop Box Locations:**

**Decatur Campus:** Drop your application off at the Scholarship Office. We are located in the SA Building, Room 2810. If our office is closed, you may slide your scholarship applications under our door. **Applications that are slid under our door after 5:00 PM EST on Wednesday, March 1, 2017 will not be accepted.**

**Clarkston Campus:** The campus mail drop box on Clarkston Campus is located in the CA Building (which is next to the CN Building), Room 1601. The CA Building is across from the flag pole and Clarkston High School or the large water fountain display in the courtyard. Across from the computer lab, you will see Room 1601 and outside of the room is a slot that says Campus Mail. Drop your completed intercampus mail envelope into that slot.



**Dunwoody Campus:** The campus mail drop box on Dunwoody Campus is located in the NE Building (which is the main academic building and across the courtyard from the student center), Room 2902. Go up the main staircase to the 2,000s floor. Across from the staircase, you will see Room 2902 and outside of the room is a slot that says Campus Mail. Drop your completed intercampus mail envelope into that slot.



**Newton Campus:** The campus mail drop box on Newton Campus is locked and is for faculty/staff use only. You may ask a faculty/staff member that you trust to intercampus mail your applications to our office. Make sure that you stress that the applications **must arrive in our office by March 1, 2017.** Understand that late applications will not be accepted.

**Alpharetta Campus:** The Alpharetta Campus does not have a campus mail drop box. The Financial Aid Office has been given some pre-filled intercampus mail envelopes for you to use. Simply go to the office and ask for an intercampus mail envelope for scholarships and leave it with the Financial Aid staff. Campus mail officials will pick-up your envelope from the Financial Aid Office.

**Questions? Email us at [pcscholarships@gsu.edu](mailto:pcscholarships@gsu.edu)**