

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 (even with a note from a faculty/staff member).**

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 or into our drop box. **Applications that are slid under our door after 4:00 PM EST on Friday, March 1, 2019 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, 2019.** 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. Your applications must still be received in our office by the deadline. Financial Aid staff are not responsible for ensuring that your applications are received to us on time.