

ATTENTION-ARE YOU MOVING?
STUDENTS WITH A MAILBOX THAT ARE NOT
RETURNING NEXT SEMESTER



WE WANT YOU TO CONTINUE TO RECEIVE YOUR MAIL EVEN IF YOU ARE MOVING ELSEWHERE NEXT SEMESTER. *(NOTE: IF YOU ARE RETURNING, MAIL WILL CONTINUE TO BE DELIVERED TO YOUR MAILBOX).*

VISIT US AND FOLLOW THESE STEPS TO ENSURE MAIL GETS TO YOUR NEW ADDRESS:

1. FILL OUT A "CHANGE OF ADDRESS FORM" AND RETURN IT TO US
2. CONTACT BUSINESSES WHO SEND YOU MAIL (EG: BANK, CELL PHONE CARRIER, DVD CARRIER, INSURANCE CO., CREDIT CARD ETC.). MOST OF THIS CAN BE DONE ONLINE WITHIN A MATTER OF MINUTES.
3. CLEAR OUT YOUR MAILBOX AND RETURN YOUR KEY TO US (IF APPLICABLE).

IT TAKES 3-4 WEEKS TO FINISH THIS PROCESS SO THE SOONER YOU COMPLETE THIS THE BETTER.

HOLDING MAIL

STARTING SPRING SEMESTER 2009, IF YOU ARE NOT A RESIDENT WE WILL NO LONGER BE ABLE TO HOLD MAIL.

THANK YOU.

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