



## **IMPORTANT FACTS AND QUESTIONS ABOUT CAMPUS POSTAL SERVICES**

### **Can I get mail forwarded to me by Campus Postal Services after I leave housing?**

Students that do not live in housing or are about to graduate can get their mail forwarded for a period of three months. Only first class mail can be forwarded. Packages cannot be forwarded. If a package should come in for a student not in housing, please call Campus Postal Services to make arrangements for your package. In order to get your mail forwarded to a new address; please fill out the forwarding mail form found in the forms section of this page.

### **How do I receive a package or mail that is shipped to Campus Postal Services?**

Campus Postal Services accepts packages from all the major carriers as well as incoming mail from the United States Postal Service. Once an item comes in, an email will be sent. After the email is sent, you have 30 days to pick up the item. If the package is not picked up by the 30 day deadline, the package will be returned to sender.

### **What do I need to pick up a package or mail at the Campus Postal Services?**

Your student ID is required to pick up an item.

### **What services are offered by the University Post Office?**

The UPO offers most of the services that a regular post office offers. This includes, but is not limited to, first class mail, priority mail and express mail. Campus Postal Services does not offer UPS or Fed Ex services. Although, if you have a package that is prepaid from UPS we do have a daily pick up from those services.

### **How can I pay for the services offered at campus Postal Services?**

Cash is only accepted.

### **How should a package or mail be addressed to me?**

Your name (The same name that is on your Owl Card)

Student #

1100 South Marietta Parkway

Marietta, GA 30060

**Can I receive a package or mail at Campus Postal services if I do not live in housing on the Marietta Campus?**

Students that do not live in housing will not receive an email notification for packages or mail. Although if a package does come in for a student that does not live in housing; the package will be held onto for thirty days. After the thirty day period the package will be returned to the sender. Any item that does not have a tracking number will be returned to the sender the day it's received.