Summer Mail Info

Residence halls –

First class mail and packages will be forwarded during the summer until **JUNE 30\(^{\text{th}}\) 2009** to your home address.

Please confirm or change your home address in Peoplesoft. If you have an alternate address request, email it to chrys.grigoriou@uconn.edu

**FedEx & UPS** packages cannot be forwarded. Please contact FedEx or UPS to arrange alternate delivery address if you have moved out.

Please inform all of your correspondents that you have moved. **All mail sent to your campus address after June 30\(^{\text{th}}\) will be returned to the sender.**

Grad halls –

If you are moving out and want your First Class mail forwarded, fill out a **Purple Forwarding form** (ask for one at the Grad mailroom)

**Mail is forwarded for one month only.**

**FedEx & UPS** packages cannot be forwarded. Please contact FedEx or UPS to arrange alternate delivery address if you have moved out.

Please inform all of your correspondents that you have moved. **All mail sent to your campus address after one month will be returned to the sender.**

We are only able to forward mail for residents who are moving out. If you are not moving out, we can HOLD your mail as long as you are here.

If you have paid for storage, we can hold your mail for as long as you have paid for storage. Ask about it at the grad mailroom or email chrys.grigoriou@uconn.edu

Apartment Communities (Hilltop & COA)-

After July 10, all first class mail will be forwarded **automatically** to your home address.

If you want mail forwarded to an alternate address, please fill out a **GREEN Mail Forwarding form**, found near the mailroom.

-- OR --

If you are moving out **BEFORE July 10**, and want first class mail forwarding to begin right away, please fill out a **GREEN Mail Forwarding form**.

**Mail is forwarded for one month.**

**FedEx & UPS** packages cannot be forwarded. Please contact FedEx or UPS to arrange alternate delivery address if you have moved out.

Please inform all of your correspondents that you have moved. **Mail sent to your campus address after your month of forwarding will be returned to the sender.**