

UAF Student Mail Box Registration

UAF Post Office

Date _____ Box # 75 _____ (to be assigned)
Have you ever had a post office box at this campus? Yes Box# _____ No

Print Legibly

Student Name: _____
Last First Middle

Names of family members receiving mail in this box: _____

Permanent Contact Address: _____

Phone: _____

Local Phone _____

Rental Status: Student - Living in Dorm _____ Student - Off Campus

I have read and understand the Terms of Agreement below.

Signature

Official Use Only

Entered: _____ Opened: _____

Rental Period; Fall Spring Summer Annual

IMPORTANT

TERMS OF AGREEMENT

PLEASE READ

1. The purpose of the UAF campus post office boxes is to provide a place for students attending UAF to receive their mail. There is no other USPS delivery on campus. Rent for boxes will be collected by the Post Office. Make checks payable to UAF CAMPUS POST OFFICE and return with P.O. Box registration form. The fee can also be paid online or at the Business Office using a credit card and then providing the Post Office with a receipt of the transaction. Mail boxes are \$90.00 per year (\$45.00 for Fall (July-Dec) and \$45.00 for Spring (Jan - June)). Students who attend summer classes (May-Aug) may rent a box for \$30.00; as this is the only way to receive mail via USPS on campus. This provides secure mail delivery and forwarding service.
2. Post office boxes are for individual or family use. They are not to be shared with other students. Mail not addressed to the box holder will be returned to sender.
3. Only USPS mail is delivered to post office boxes (not campus housing), UPS and Fed-Ex deliver directly to the Residence Life Office.
4. The key issued is part of the agreement and must be returned when closing the box. There is a \$15.00 charge for replacement of lost keys.
5. Students are expected to pay the box rent when due or close the box by returning the key and giving a forwarding address. Boxes will be closed if the rent remains unpaid by the date given on your bill and mail will be returned to the permanent contact address provided.

Please return form in business reply envelope or submit to:
PO Box 750100
Fairbanks, AK 99775
Phone 907-474-7215 • Fax 907-474-7884
E-mail: campus.postoffice@uaf.edu

Your new address is:
Your Name
UAF
PO Box 75 _____
Fairbanks, AK 99775- _____

Note: 2-week Summer Sessions Classes:
Your Name
c/o UAF Campus Post Office
PO Box 750100
Fairbanks, AK 99775-0100
(pick up mail at the post office)

UAF Post Office is located in Constitution Hall, Room 107

Hours: Monday - Friday, 10:00a.m. - 4:00p.m.