



## **To close your box or to submit a forward:**

**Do not submit your forward request with the USPS. The USPS does not forward your mail, only the Campus Mail Center does. For questions or assistance on filling out a change of address form, please contact us.**

- 1. Log into <https://uaf.sclintra.com/> using your UA login.**
- 2. Go to “Forwarding”**
- 3. Select the best option that fits your situation.**

**The application will be processed as soon as possible.**

**If closing your PO Box permanently please turn in your key at the Campus Mail Center during business hours M-F 10am to 5pm. Keys must be returned within 5 business days of closing the box or a 25.00 lost key charge will be applied to your account.**

**Students are strongly encouraged to keep one PO Box address their entire UAF career providing a stable address to receive USPS mail and packages.**

**Questions Call (907)474-7215 or email [uaf-campusmailcenter@alaska.edu](mailto:uaf-campusmailcenter@alaska.edu)**