Closing your mail box or leaving for the summer?

The process is now done online!

To close your mail box or to submit a forward:

1. Before submitting a forward request, please make sure to change your mailing address in your personal information on UAOnline (https://uaonline.alaska.edu).
2. In UAOnline, click on the “Student Services & Account Information” or “Employee Services” tab at the top of the page.
3. Select “Campus Housing, Dining and Mail Services”.
4. Select “UAF Housing, Dining, and Campus Mail Center”.
5. Under the “Applications and Forms” tab, select the “UAF Campus Mail Center Box Closure/Forward Request Form”.

The application will be processed the following business day.

If closing your campus mail box permanently, please turn in your key at the Campus Mail Center service window between 12:00pm-3:00pm Monday through Friday, or place it in a key envelope in the drop box located in the Campus Mail Center lobby. If the key is not returned within five business days of submitting this application, you will be assessed a $25.00 key charge that will be applied to your account.

Questions? Email us at uaf-campusmailcenter@alaska.edu, call 907-474-7215, or write UAF Campus Mail Center, PO Box 750100, Fairbanks, AK 99775-0100.