MAIL SERVICES REGULATIONS AND PROCEDURES

To ensure a good working relationship between the students, faculty/staff, and Mail Services, we feel it is important to inform you of several regulations and procedures that must be followed.

- The Mail Service customer windows open from 10:00 am to 3:00 pm Monday – Friday. Outgoing mail is picked up by the US Post Office at 4:00 pm during the week.
- Students may keep their unit box over Christmas vacation if they are returning for the Spring Semester and during the summer if returning in the Fall Semester; however, if you withdraw from the University, all unit boxes will be closed.
- If you withdraw from the University, your unit box will be closed, and your mail will be returned to the sender.
- All students residing on campus (Miramar) are furnished a unit box. A student not living at Miramar may rent a unit box by paying $40.00 a year or $25.00 per semester. If the rental unit box is not paid, your mail will be returned to sender.
- When closing your unit box, it is necessary to fill out a USPS change of address form located online or at your nearest US Post Office. If change of address is not on file at the US Post Office, all mail will be returned to sender.
- Do not give your dorm room or apartment number as an address.
- Only mail that is addressed to the box holder will be placed in that box.
- Mail Services will accept UPS, FedEx, DHL, etc. deliveries daily.
- Please check your unit box before approaching customer service window.

We believe that by following these procedures, we may provide you with efficient mailing services that will be beneficial to all involved.

Change of address form website is as follows:

[https://www.usps.com/manage/forward.htm](https://www.usps.com/manage/forward.htm)

**How to Change Your Address Online**

2. Select **Permanent** or **Temporary**.
3. Pay the $1.05 identity verification fee.
4. Complete the appropriate online form.
5. USPS will email you a confirmation code. Use this code to modify or cancel your request.
6. A welcome kit with coupons from USPS partners will arrive at your new address.
7. Mail will be rerouted to your new address piece by piece.

Contact mail.services@tamucc.edu for additional information.