CHANGE OF ADDRESS
It is your responsibility to change your address.

Permanent Change:
Go to www.usps.com and Click on “Manage Your Mail” or you may visit your local post office and complete PS Form 3575.

Temporary Change:
If you maintain an active lease with Camden Miramar Apartments, and need a temporary change of address (30 - 120 days) please notify Mail Services.

HOLDING MAIL
If you will not be able to pick up your mail due to vacation, illness, etc. For more than 3 days, but less than 30 days, complete an “Authorization to Hold Mail” form and return it to the Mail Services counter. When you are able to begin receiving your mail again, contact Mail Services to pick up your bundle and reinstate services.

Please note that Mail Services is NOT an “official” U.S. Post Office, but does offer many of the same services. Some services are limited. For the nearest Post Office visit:

Local U.S. Post Office
1345 Crescent Drive
(Corner of SPID & Airline)
1-800-275-8777
www.usps.com

For more information & other services, visit our website:
http://universityservices.tamucc.edu/mail.html

IMPORTANT INFORMATION

Items of Value:
Use a tracking method. Please advise family and friends not to send valuables or personal information via standard mail. In order to ensure delivery of such items it is highly recommended using some type of method with a tracking number, such as certified or delivery confirmation.

13 Ounce Rule:
Mail that bears postage stamps and weighs more than 13 ounces must be taken by the customer to a retail service counter at the U.S Post Office. Failure to do so will result in the return of your mail piece.

HOURS OF OPERATION
at the Faculty Center
Monday- Friday
11:00 a.m. - 2:00 p.m.
Closed Saturday & Sunday
(Hours vary during breaks and holidays)

PAYMENT METHODS
Cash - Checks - SandDollar$
WE DO NOT ACCEPT CREDIT CARDS

Campus Mail Services Guide
6300 Ocean Drive, Unit 5781
Corpus Christi, TX 78412-5781
(361) 825-2684

Located on the 1st Floor
Faculty Center Atrium
Hours of Operation 11 am - 2pm
Mail Services processes all mail for the University community and campus housing students.

Incoming mail arrives each morning and is boxed at the Faculty Center location by 11am, Monday - Friday.

Outgoing mail is picked from the campus sort facility at approximately 3:00 pm Monday - Friday by the U.S. Post Office.

**OUTGOING MAIL DROP**

There are (3) mail receptacles around campus. Curbside boxes are available at the NRC building on Island Boulevard and adjacent to the parking garage on Seagull Lane. Mailboxes are serviced once daily Monday - Friday by the USPS. The Faculty Center also has a drop slot at the customer service window.

All mail must be turned in by 2:00pm

**RESIDENT MAILBOX ACCESS**

Boxes are accessible during Faculty Center hours of operation.

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**MAILBOX ISSUANCE**

ON-CAMPUS housing students must obtain a mailbox in order to receive mail. There is no charge for this service. If available, off-campus students may rent a box for a semester or annual fee.

**To sign up, you will need:**
- Sanddollar Card
- Banner ID or A#
- Lease Assignment Document from housing

**NOTE:** Residents will sign up during semester Move-In OR anytime after residency. Boxes are not available prior to occupancy.

**Incoming Mail Sample:**

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**POSTAGE RATES**

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Stamp</td>
<td>$0.49</td>
</tr>
<tr>
<td>Postcard Stamp</td>
<td>$0.34</td>
</tr>
<tr>
<td>Book of Stamps</td>
<td>$9.80</td>
</tr>
</tbody>
</table>

**SUPPLIES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Envelope</td>
<td>$0.10</td>
</tr>
<tr>
<td>TAMU-CC Postcard (3 x 5)</td>
<td>$0.55</td>
</tr>
<tr>
<td>Bubble Mailers</td>
<td>various rates</td>
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</tbody>
</table>

**MAILBOX RENTALS**

<table>
<thead>
<tr>
<th>Period</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>$35.00</td>
</tr>
<tr>
<td>Yearly</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

**ADDITIONAL SERVICES**

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Mail</td>
<td>$3.30</td>
</tr>
<tr>
<td>Priority Mail*</td>
<td>$5.60</td>
</tr>
<tr>
<td>Express Mail*</td>
<td>$19.99</td>
</tr>
<tr>
<td>*Flat rates. Free supplies available</td>
<td></td>
</tr>
<tr>
<td>Return Receipt</td>
<td>$2.70</td>
</tr>
<tr>
<td>Delivery Confirmation</td>
<td>$0.90</td>
</tr>
<tr>
<td>Signature Confirmation</td>
<td>$2.90</td>
</tr>
<tr>
<td>Insurance</td>
<td>various rates</td>
</tr>
</tbody>
</table>

**PACKAGES & ACCOUNTABLE MAIL**

A “Mail Pickup Notice” will be placed in your mailbox when you have a package or item requiring a signature. Present your SandDollar$ ID card and the pickup notice at the customer service window to retrieve your item. A maximum of (3) notices will be given. Unclaimed items will be returned after 30 days.

**PERISHABLE ITEMS:** Refrigerated storage is not available. If you are expecting a perishable package, please contact Mail Services prior to delivery.

Mail Services is not responsible for perishable items.