

Forwarding Address Information Graduating Seniors

Return this form to University Mail Services

Name _____ Today's Date _____
(last) (first)

Campus Box # _____ ID # _____

ALL Campus and US Mail will be put in your campus PO box until the date you indicate to close your mail box.

_____ I need my Campus PO box closed on the last day of finals. **Remember to return your mail box key!**
_____ I need my Campus PO box open _____ all summer * (Available only through 1st week of Aug.)
_____ or _____ until (date) _____ because:
_____ May Term _____ Living in the area _____ May Sports _____ Other _____

***A \$25.00 fee must be paid by the end of Finals Week to keep your mail box open after the end of Finals. Stop by University Mail Services to make arrangements. (Extended service available only through 1st week of Aug.)**

After my PO box is closed:
All US Mail and university correspondence will be forwarded to my Permanent Address.

My permanent address is: (Where you want your mail sent.)

Address _____ Phone # (_____) _____
City _____ State _____ Zip _____ COUNTRY _____

My Email Address: _____

Any future changes in your address or name must be communicated to University Mail Services by calling (503) 554-2555 or e-mailing lsartwel@georgefox.edu. Thanks! ☺

Comments: _____

Signature _____ **Date**

Do Not Throw This Away
Return Completed Form to University Mail Services

Office Use:
_____ PO Box List _____ FRWD Computer _____ IFAS