

Emory Student Mail and Package Forwarding

If a student has mail or a package that needs forwarding please follow the following processes.

Please contact the appropriate Emory Mail Center per the information below:

- Main Campus eumail@emory.edu 404-727-6173
- Clairmont Campus eumail@emory.edu 404-727-6194
- Oxford Campus Oxforddocservices@emory.edu 678-712-6523

USPS Mail

There is no charge for USPS letter mail or flats forwarded to another address.

Please send an email or call the appropriate mail center and provide the student's name and the new address to which the mail is to be forwarded. The mail will be sent to the new address.

*International letter mail CANNOT be forwarded without purchasing new postage. Please contact the appropriate Mail Center to purchase postage for international mail. Letter mail will be placed into one large envelope and mailed as a flat or package.

Packages

Postage fees are required in order to forward a package.

If a student is not able to physically come into the Mail Center we can handle the process over the phone.

The student should send Emory Mail Services an email to include the Student's name, forwarding address and preference of USPS or UPS for shipment.

Mail Services will then email you back to arrange a phone call to provide the student's credit card information (card #, expiration date and security code). Unfortunately, we cannot accept credit card information via email. While you can

call the mail center directly without an email, this could result in service delays due to customer volumes.

All major credit cards will be accepted for payment. We CANNOT charge the shipment to a student's OPUS account.

For students paying over the phone:

- A new shipment in using their forwarding address will be created.
- We will complete the sale and print FORWARD on the receipt and initial next to the signature line.
- A copy of the receipt will then be placed in the packing slip cover and attached to the package with an ATTN to their name

In addition, for any future Mail and Packages shipping to your Emory address, please take time to complete the following:

- Please take time to cancel or redirect any reoccurring shipments you may have coming to you at Emory.
- Please re-direct any in transit deliveries scheduled to arrive after your intended departure date.
- Come and retrieve any mail and packages you have waiting for you in the Emory Mail Centers before you leave campus.