

POST TIPS

UNDERGRAD FORWARDING INFO

TO HELP YOU GET THE MOST FROM YOUR MAIL

P O BOX 8795

TEL #: 757-221- 4491

WILLIAMSBURG, VA 23187

EMAIL: rhsear@wm.edu

FORWARDING MAIL PROCEDURES

CHECK YOUR BANNER ADDRESSES!!!!!!

1. If you are GRADUATING, TRANSFERRING, or WITHDRAWING from William and Mary, it is essential that you return your KEY TO POSTAL SERVICES (NOT TO YOUR RA) and submit a FORWARDING CARD simultaneously. Your address will appear on Banner as (FW) and your mail will be forwarded for up to a year. If you fail to return your key you will be charged \$25 for lock replacement.
2. If you are RETURNING IN THE FALL AND GOING HOME and wish to have your mail forwarded to your Mailing Address (MA), there is nothing you need to do. Your mail will be forwarded to the Mailing address listed in BANNER, until August 1, 2010. Please check your MAILING ADDRESS (MA) in BANNER and contact the OFFICE OF THE REGISTRAR if the MAILING ADDRESS listed needs to be changed. Your BANNER MAILING ADDRESS (MA) will be your default forwarding address until August 1, 2010.
3. If you wish your mail forwarded to an address other than your home (MA), you must submit a FORWARDING CARD with this information. This data will appear in BANNER as a TEMPORARY ADDRESS (TE). MAIL WILL BE FORWARDED TO A WILLIAMSBURG ADDRESSES ONLY IF THE STUDENTS IS IN A STUDY ABROAD OR INTERNSHIP PROGRAM ASSOCIATED WITH THE COLLEGE.
4. If you are attending SUMMER SESSION or STAYING IN Williamsburg this summer, you must submit a FORWARDING CARD alerting POSTAL SERVICES to keep your BOX open during this time frame. If we do not receive a Forwarding Card from you by June 7, 2010, your MAILING ADDRESS listed in BANNER will be your default FORWARDING ADDRESS, until you notify Postal Services.
5. All students subscribing to magazines, newspapers, music clubs, book clubs, and etc must provide the companies subscription center with your temporary or permanent address to insure proper handling of MAIL PIECE. Postal Services will not assume responsibility for delayed or lost mail pieces.
6. Packages left / received for you after May 17, 2010 will be forwarded to you at your expense. The charge for this service will be the cost of mailing this item by way of United States Postal Service at the "Parcel Post rate" with up to \$200 insurance".

Forwarding cards are available at Student Package Window