

# PACK UP 2009

## Carnegie Mellon Postal Services

### PACK UP HOURS:

May 4 – 18, 2009

Monday — Friday from 8:00 am — 6:00 pm

Saturdays from 9:00 am — 3:00 pm

**FORWARDING MAIL:** If you are leaving campus for the summer, studying abroad, taking a leave of absence, or leaving campus for an extended period of time for any reason but plan on returning, please forward your mail with the Post Office. We will forward all first class domestic mail, magazines, and packages. Mail forwarding forms can be filled out online at <http://www.cmu.edu/postoffice/forms.html> Summer forwards are effective until two weeks before classes begin the following fall. All other forwards are effective until you inform the Post Office of your return to campus.

**GRADUATING STUDENTS:** Once you graduate, your mailbox will be released and you must provide us with a forwarding address **BY JUNE 1, 2009**; otherwise, you will be removed from our systems and your mail will be returned to sender. Forwards for students who graduate are effective for 30 days and it is your responsibility to change your address with family, friends, cell phone companies, etc.

**PHONE: 412-268-2927**

**WEBSITE : <http://cmu.edu/postoffice/>**



**PACKING SUPPLIES  
AVAILABLE!!!!  
-Boxes/Tape/Bubble Wrap**