

## Forwarding Mail – Summer 2020

The following are procedures detailing how the College handles student mail over the summer, for students on leave during the academic year, and for graduating seniors.

Mail Services will be automatically forwarding first class mail to students' permanent home addresses currently on-file with the Registrar's Office. Please note that forwarded mail is processed through the U.S. Postal Service and may take up to two weeks for delivery. For those students who are remaining in the College's residential halls after the end of the Spring semester, please see below for additional information.

### What if I need my mail to go to a different address?

Temporary changes in your address can be managed by completing the [Student Mail Forwarding Form](#) available on myBarnard. Click on the Student View tab, then the Student Services tab. Under the myMail & Print tab on the right side of the screen, click on the Mail and Package Forwarding link. Be sure to fill out all information requested in the format indicated.

### Can I keep my mailbox open for the summer?

Students may keep their mailbox open for the summer if they fall under one of the following criteria:

- Staying in the College's Residence Halls past the end of the Spring Semester
- Staying in temporary housing (not your permanent residence) near the College's campus

### What about my packages?

If you are remaining in the College's Residences Halls or temporary housing (not your permanent residence) near the College's campus, past the end of the Spring Semester, and your mailbox is **open**, you may continue to receive packages. Any packages not retrieved within 2 weeks of arrival may be returned to the sender. Summer mailroom hours may be reduced, as operations dictate. In order to confirm the Summer Mailroom hours, please contact us at (212) 854-2095. *Please be prepared to show your Barnard ID to access campus as well as retrieve your packages from the Mail Services Window.*

If you are not remaining in the College's Residences Hall or temporary housing (not your permanent residence) near campus, your mailbox will be **closed** for the summer and your packages will be handled according to the policies of the respective carriers.

### What packages can be forwarded?

The U.S. Postal Service will forward personal packages sent via **First Class** and **Priority Mail** to U.S. addresses. Store bought merchandise received will be sent to USPS for forwarding, however, per their current policies, these packages will likely be returned to the vendor and not forwarded to the recipient.

**What packages cannot be forwarded?**

Other packages, including those from private carriers such as FedEx, UPS and LaserShip are given back to the carrier and will be returned to the sender.

**How do I change my permanent home address?**

Mail Services cannot make changes to your permanent home address. Current Barnard students must email the Registrar at [registrar@barnard.edu](mailto:registrar@barnard.edu) or call (212) 854-2011. For Alumnae, please see below for additional information under Spring 2020 Graduates.

**Will my mail be forwarded to a non U.S. address?**

Yes, regular letters and cards can be forwarded to a non-U.S. address. However, please continue to check the U.S. Postal Services' website at [www.usps.com](http://www.usps.com) for suspension of international mail.

**SPRING 2020 GRADUATES**

For recent Spring 2020 graduates, please notify Alumnae Relations (not Mail Services) of any changes to your address for mail forwarding purposes. See [Barnard Alumnae Network](#) for more information.