

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.

Forwarding Mail - Spring Semester 2020

Effective March 30th 2020 and until further notice, 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 for the remainder of the semester, they will continue to have their mail delivered to their Altschul mailboxes until the end of the spring semester.

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

Temporary changes in 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. You may change the information on this Web form as often as you wish.

What about my packages?

If your mailbox is **open**, you may receive packages. Any packages not retrieved within 2 weeks of arrival may be returned to the sender at any time.

If your mailbox is **closed** for the semester, your packages will be handled according to the policies of the carrier. U.S. Postal Service packages will be forwarded to U.S. addresses only. The U.S. Postal Service will forward personal packages sent by first class and priority mail to U.S. addresses only. 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. Other packages, including those from private carriers such as FedEx and UPS, are given back to the carrier and 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 or call (212) 854-2011. Alumnae should contact Alumnae Records (646) 745-8306 or online at <http://our.barnard.edu>

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 for a suspension of international mail.

WINTER 2020 GRADUATES

For recent Winter 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.