Please Let Us Know Where to Forward Your Mail

Print Form | Clear Form

STUDENT INFORMATION

Name: _____ (LAST) _____ (FIRST) _____ (MI)

Student ID # _____ (Required) Current Campus Mailbox # _____ (If applicable)

Status (Check one)

◯ Forward for summer only ◯ Graduating or Leaving UNCW ◯ Commuter choosing to opt out of my campus mailbox

FORWARDING ADDRESS

Address Line 1

Address Line 2

City State Zip Code

_____ **Signature Required** (Please Use Ink) _____ **Date**

By signin,g I agree to all terms and conditions outlined above. I understand that it is my responsibility to update my address information on SeaNet, and to notify all correspondents when my address changes. Please refer to policies listed below.

Campus Mailbox Forwarding Policies

♦ Seahawk Mail forwards your mail when:

- You graduate or leave UNCW.
- You move off campus and have not requested a campus mailbox for next fall.
- You live off campus and have opted out of your campus mailbox for next fall.
- You have not requested that your campus mailbox be left open for the summer.

♦ It is **YOUR** responsibility to keep your UNCW address information **CURRENT**.

♦ If we do not receive a Mail Forwarding Form, we will forward to your most recent address, i.e. "Temporary Address" on file (use SeaNet to update).

♦ If you have not updated your mailing address in the past twelve months, your mail will be forwarded to your **PERMANENT** address.

♦First-class mail is forwarded for one year and magazines/newspapers for 60 days.

♦ Be sure to share your updated mailing address with friends and family.

Before you leave UNCW for the summer,
Remember to update your "Temporary Address"
located under the "Personal Information" tab on SeaNet!

Drop completed forms in the "Campus Only" mailbox in the Fisher University Union
Fax to 910-962-3693 **or mail to** Seahawk Mail, 601 S. College Road, Wilmington NC 28403-5608.

FOR DEPARTMENTAL USE ONLY

_____Change Student Status _____Closed Mail box _____ Update Forwarding Information _____ Supervisor reviewed

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