RESOURCES

Student Mail Services __________ x3703
Campus Post Office __________ x6371
Fed Ex ______________________ x6008
Central Receiving __________ x4893

CALIFORNIA INSTITUTE OF TECHNOLOGY

www.graphicresources.caltech.edu/mail_services
**OUTGOING MAIL**

There is a central collection box for outgoing and intercampus mail located at the east entrance door of the Tech Express. If you would like to charge the postage of your mail to a personal account, bring the mail to the Tech Express or Campus Post Office appropriately marked with your return address and personal account number. The last pick-up for outgoing mail is 3:45 p.m. Monday to Friday.

**ACTIVE STATUS**

If you take a leave for more than 10 calendar days, please make arrangements in advance with the Tech Express at extension 3703.

**LEAVING CALTECH**

Upon leaving Caltech for any reason, whether it be temporary or permanently, you must turn in your mailbox key and a forwarding address to the Tech Express. Mailboxes are for active undergrad students only.

Your mail will be forwarded for a maximum of 3 months. Failure to turn in your key will result in a $15.00 non-refundable charge. This will appear on your UID account statement.

**POST OFFICE**

Caltech operates a full service post office which is located in the lobby of the Keith Spalding Administration Building. Window services are 8:30 a.m. to 5:00 p.m., Monday through Friday. The telephone extension is 6371.

**MAIL DISTRIBUTION CENTER**

Caltech operates a Mail Distribution Center, which processes all inter-campus, incoming and outgoing U.S. Mail, and FedEX shipments. The location is at the south driveway of the Keith Spalding Administration Building. Hours of operation are 6:30 a.m. to 5:00 p.m., Monday through Friday. The telephone extension is 6371.

**TECH EXPRESS**

The Tech Express is a convenient Graphic Resources and Mail Services satellite office staffed to manage Undergraduate weekday mail delivery, mail forwarding, key distribution and replacement, as well as receive and distribute packages to undergraduate students.

**UPS SHIPPING**

Packages are processed at Central Receiving, located at 391 South Holliston Avenue. Hours of operation are 7:30 a.m. to 4:00 p.m., Monday-Friday. The deadline for outbound shipments is 1:30 p.m. The telephone extension is 4893.