RESOURCES

Student Mail Services ______ ext. 3703
Campus Post Office______ ext. 6371
Campus FedEx _________ ext. 6008
Central Receiving________ ext. 4893

GRAPHIC RESOURCES & MAIL SERVICES

Keith Spalding Building, Room 20
(626) 395-6701
(626) 796-3696 Fax
Hours: 8:00 a.m. - 5:00 p.m.

TECHexpress

On Olive Walk at Lloyd House
(626) 395-6703
(626) 395-1723 Fax
Hours: 12:00 p.m. - 4:00 p.m.

www.graphicresources.caltech.edu/mail_services

CALIFORNIA INSTITUTE OF TECHNOLOGY

MAIL SERVICES

Information Guide for Undergraduate Students
UNDERGRAD MAIL BOXES
A personal mail box has been assigned to you until you graduate or leave Caltech. This box is for your use only! **Only mail with your legal name will be delivered.** All your mail should be addressed as follows:

Your First and Last Name
Your Mail Stop Code and number
CALTECH (Optional)
Pasadena, CA 91126-box number

Acceptable: (if MSC is 432)
Bob Smith
MSC #432
CALTECH (Optional)
Pasadena, CA 91126-0432

DO NOT USE “P.O. BOX”, “BOX”, “MAIL BOX”, or “MC”. USE ONLY “MSC”.
This will cause delays to your incoming mail, and courier services (UPS, FedEx, DHL) will not deliver mail to a P.O. Box.

MAILBOX
Your box should remain locked and emptied on a daily basis. Please do not leave mail and notices to pile up. Postmaster requires mail to be returned if not picked up within 10 calendar days.

LOST KEY REPLACEMENT
If you lose your key, a duplicate will be made within 24 hours upon request to the Tech Express. You will be charged a $5.00 non-refundable fee.

PROBLEMS
Your mailbox should not be tampered with or altered in any way. Report all mail related issues and problems to the Tech Express, extension 3703.

PARCELS & ACCOUNTABLE MAIL
You will be notified by email for prompt pickup of parcels and accountable mail (registered, certified, insured, and express) at the Tech Express (up to 144 inches and less than 50 lbs) or Central Receiving (more than 50 lbs). Your student I.D. must be presented in order to receive package.

AFTER HOUR PARCEL LOCKER SERVICE
Available by request for students who are unable to pick-up time/content sensitive packages during normal operating hours. Contact mail services website or the Tech Express for details.

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 $20.00 non-refundable charge. This will appear on your UID account statement.

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

OUTGOING MAIL
There is a central collection box for outgoing and inter-campus 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.

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, and also offers a Fax Service (626) 395-1723.

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.