Students who wish to receive U.S. Postal Service mail on campus must rent mail boxes in 107 Constitution Hall. Rent is $55 per semester and is billed automatically once a box is open until it is closed through UAOnline (http://uaonline.alaska.edu). Limited numbers of larger boxes are available for additional cost. There is a $15 lost key charge. Packages may be mailed using the automated kiosk at the same location.

Renting, updating address information and closing boxes is done through UAOnline (http://uaonline.alaska.edu).

Mail boxes are for individual or family use. They are not to be shared with other students. Mail not addressed to the box holder will be returned. U.S. Postal Service mail is delivered to box holders only through their mail boxes; UPS and FedEx will deliver to box holders using the physical address: 1692 Tok Lane Room #107, Box 75xxxx (use the student’s box number), Fairbanks, AK 99775. A delivery notice will then be placed in the student’s mail box. Parcel lockers are available for most package pickups and can be accessed during the building’s open hours (6:30am-9:00pm). Oversized packages and those requiring signatures can be picked up during the campus mail center’s open hours (Monday-Friday, noon-3 p.m.).

For more information visit http://www.uaf.edu/fs/services/postoffice/. Questions? Email uaf-postoffice@alaska.edu (campus.postoffice@uaf.edu), call 907-474-7215 or write UAF Campus Mail Center, P.O. Box 750100, Fairbanks, AK 99775-0100.