CAMPUS MAIL CENTER

To receive mail on the Fairbanks campus, students who live on campus must rent a campus mail box, located on the lower level of Constitution Hall. There is no alternative for mail delivery on campus. All mail for students living on campus comes to the Campus Mail Center and is not delivered anywhere else on campus. This includes USPS, FedEx and UPS mail.

The mailbox rental fee is $75 per semester and is billed automatically to the student’s account at the beginning of each semester (fall and spring). Billing will continue until the mailbox account is closed through UAOnline (http://uaonline.alaska.edu). Students who do not live on campus may also rent mailboxes as long as enough are available. Limited numbers of larger boxes are available for additional cost. There is a $25 charge for lost or unreturned keys.

Renting, updating address information and closing mailboxes are done through the Student Services and Account Information area on UAOnline (http://uaonline.alaska.edu).

Mailboxes 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 to the sender. USPS mail is delivered to box holders only through their mail boxes; UPS and FedEx will deliver packages to the Campus Mail Center using the physical address: 1692 Tok Lane Room #107, Box 75xxxx (using the student’s mail 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 (Monday-Friday, 7 a.m.-10 p.m., and Saturday-Sunday 7:30 a.m.-5:30 p.m.). 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/campusmailcenter/. Questions? Email us at uaf-campusmailcenter@alaska.edu, call 907-474-7215, or write UAF Campus Mail Center, P.O. Box 750100, Fairbanks, AK 99775-0100.