

CAMPUS MAIL CENTER

To receive mail on the Fairbanks campus, students who live on campus must rent a campus mailbox, 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 U.S. Postal Service, 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 SCLogic (<https://uaf.scl intra.com/>). 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 an additional cost. There is a \$25 charge for lost or unreturned keys.

Renting mailboxes, updating address information and closing mailboxes are done through SCLogic (<https://uaf.scl intra.com/>).

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 mailboxes; 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 mailbox number), Fairbanks, AK 99775. A delivery notice will then be placed in the student's mailbox. Parcel lockers are available for most package pickups.

The Campus Mail Center also serves as a Passport Application Acceptance Office open to the public. The center's Passport Services webpage (<https://www.uaf.edu/fs/services/passport-services.php>) has forms and information about services, fees, appointment scheduling procedures and more.

For more information, visit the Campus Mail Center website (<https://www.uaf.edu/fs/services/campusmailcenter/>). Questions? Email us at uaf-campusmailcenter@alaska.edu, call 907-474-7215 or write to UAF Campus Mail Center, P.O. Box 750100, Fairbanks, AK 99775-0100.