

# Don't miss out on mail; file change of address

THE MOVER'S GUIDE  
PROVIDED BY THE POST  
OFFICE HAS ALL YOU NEED

Christy Schwerin  
for the Emerald

Papers, finals, finding an apartment, moving out, moving in: There are so many things to do at the end of the year, and the list gets amplified if you are moving.

In all this chaos, a few things inevitably get lost. One of them, however, does not have to be your mail.

Post offices have a mover's guide that has step-by-step instructions for changing your mailing address. Inside is an official mail forwarding, change-of-address form. This postcard has places to write in new address information, as well as the date

to start the forwarding and a date to end if it is temporary. This will then be mailed to the postmaster in the district you lived and given to your carrier, who is responsible for forwarding the mail.

The change of address form through the post office has some limitations. First-class mail will be forwarded for one year, and second-class (magazines and newspapers) for two months, free of charge. No bulk rate mail, such as advertisements or catalogs, will be forwarded if it weighs less than 16 ounces. In addition, no mail will be forwarded from dorms, fraternities, sororities or co-ops, said a clerk at the University Station post office.

Residence halls provide a change of address form for all students during the check-out process and provide forwarding service.

Sarah Jacobson, a geology major at the University, advocates changing the address for your bills directly with each company or bank before you leave. The mover's guide includes three change-of-address postcards that are designed to be sent to businesses. Also, there is usually a change-of-address form in each bill or magazine itself. Jacobson contacts the businesses directly and has never had a problem receiving important parcels.

Your University mailing address can be changed directly through Duck Web.

"One option for frequent movers is getting a post office box," said the University Station post office clerk. "It makes sense, and your mail isn't bouncing around to different addresses with the possibility of getting lost."

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