Emory Mail services will be staffing the Few Hall, SAAC and Oxford Mail centers daily throughout the summer break to assist students in processing any shipments.

Mail Centers will be closed on Monday July 5th 2021 in observance of Independence Day.

**Hours of Operation**

- **FEW**  M-F  9am - 6pm
- **SAAC**  M-F  9am - 6pm
- **Oxford**  M-F  8am - 5pm

**Contact info.**

Jay Jordan, Service Manager for Emory Mail  678-438-1019  Edward.jordan@ricoh-usa.com

Robert Walker, Student Mail Centers Manager  404-831-5669  rewalk2@emory.edu

Yahaira McFarlin, Oxford Mail Center Supervisor  678-712-6523  ycolon@emory.edu

**Emory Student Mail and Package Forwarding**

If a student has mail or a package that needs forwarding, please follow the process below.

Please contact the appropriate Emory Mail Center per the information below:

- **Main Campus at FEW**  eumail@emory.edu  404-727-6173
- **Clairmont Campus at SAAC**  eumail@emory.edu  404-727-6194
- **Oxford Campus**  oxforddocservices@emory.edu  678-712-6523

**USPS Mail**

There is no charge for USPS letter mail forwarded to another address.

Please send an email or call the appropriate mail center and provide the student’s name and the new address to which the mail is to be forwarded. The mail will be sent to the new address.

*International letter mail CANNOT be forwarded without purchasing new postage. Please contact the appropriate Mail Center to purchase postage for international mail. Letter mail will be placed into one large envelope and mailed as a flat or package.*
Packages
Postage fees are required to forward a package. If a student is not able to physically visit into the Mail Center, we can handle the process over the phone.

The student should send Emory Mail Services an email to include the Student’s name, forwarding address and preference of USPS or UPS for shipment.

Mail Services will then email you back to arrange a phone call to provide the student’s credit card information (card #, expiration date and security code). Unfortunately, we cannot accept credit card information via email. While you can call the Mail Center directly without an email this could result in service delays due to customer volumes.

All major credit cards will be accepted for payment.

We CANNOT charge the shipment to a student’s OPUS account.

For students paying over the phone:
- A new shipment in using their forwarding address will be created.
- We will complete the sale and print FORWARD on the receipt and initial next to the signature line.
- A copy of the receipt will be placed in the packing slip cover and attached to the package with an ATTN to their name.

In addition, for any future Mail and Packages shipping to your Emory address, please take time to complete the following:
- Please take time to cancel or redirect any reoccurring shipments you may have coming to you at Emory.
- Please re-direct any in transit deliveries scheduled to arrive after your intended departure date.
- Come and retrieve any mail and packages you have waiting for you in the Emory Mail Centers before you leave campus.

Please contact Emory Mail Services for forwarding of any packages that might arrive to the Emory Campus after you have left campus.

Students remaining on Clairmont Campus during Summer Break
- All student mail/packages for students that remain on campus during break will be delivered for pick up at the Clairmont SAAC location.
- Please address your items in the regular manner and Mail Services will insure delivery to the Clairmont SAAC location. See below for an example:

Sender Name
1234 Apple Street
Anytown, GA 12345

Student Name
Emory University Clairmont, MSC77777777
1762 Clifton Road
Atlanta, GA 30322