

Mail Forwarding

As you prepare to move out of your room or apartment, please be aware that University Housing and Cal Poly do not forward mail. You are responsible for changing your mailing address directly with bill collectors, magazines, family, friends, etc. In order for you to continue to receive your mail after you've moved out, it is important that you plan now and change your address. Address changes for most magazine subscriptions, DVD clubs, bills, etc., take six to eight weeks to become effective.



You are encourage you to go on line to change your address with companies where possible.

If it is not possible for you to change your address on line with the company, Change of Address cards are available at your Front Desk to complete and mail.

As a convenience, completed Change of Address cards may be submitted to the front desk to be mailed free of charge.

If you have questions about your new off-campus zip code, visit the United States Postal Service website, <http://www.usps.com>, to find your new zip code.

Remember to check your mailbox and empty all contents prior to checking out.

See below for instructions about how to complete a Change of Address card.

Back

Send this card to magazines, businesses, friends and family to let them know you've moved.

Please send mail to my new address starting: ___ / ___ / ___ **← Be sure to fill in this date.**
Month Day Year

My Name: *Your Name Here*

Old Address: *Your OLD address here (which is your current address at Cal Poly).*

STREET OR PO BOX APT/SUITE #

CITY OR POST OFFICE STATE ZIP+4

New Address: *Your NEW or SUMMER address here.*

STREET OR PO BOX APT/SUITE #

CITY OR POST OFFICE STATE ZIP+4



Front

I moved!

IMPORTANT
CHANGE OF ADDRESS
INFORMATION ON REVERSE

Address Notification Card

PLACE
STAMP
HERE

Mail to: Put name and address for magazine subscription, bill, club, etc., here.

Complete ONE card for EACH magazine subscription, club, bill, etc.