



Ringling College of Art and Design – Office of Student Life Mail Forward Information

Mail Forward will affect the following:

- Returning Students – Mail **will be** forwarded during the summer.
- Graduating Students – Mail **will be** forwarded for up to 3 months.
- Withdrawing Students – Mail **will be** forwarded for up to 3 months.

The Student Mail Room **will** forward the following:

United States Postal Service (*USPS*) Mail only: 1st Class Mail, Express Mail, Priority Mail, Periodicals and Standard Mail for which forwarding is requested by the mailer.

The Student Mail Room **will not** forward the following:

Private Couriers: United Parcel Service (*UPS*), Federal Express (*FedEx*); Express/Ground /Home, DHL, or other freight couriers and international addresses.

Notification:

Please notify all friends, family, businesses and other frequent correspondents of your address to avoid any mail or parcel delays.

Contact Information:

James Graham – Coordinator of Student Life Operations
 Ulla Searing Student Center, Room 238
 2700 N. Tamiami Trail
 Sarasota, FL 34234-5895
 Office Phone 941-359-7506, Cell Phone 941-993-5467
 Email – jgraham@ringling.edu, mailroom@ringling.edu

Tracey Vinopal – Faculty/Staff Mail Room Assistant
 Goldstein Hall, Room 314
 Office Phone 941-309-4101
 Email – mailroom@ringling.edu

Student Mail Room - Mail Forward Form

Your Name: _____ Your Ringling Mail Box Number: _____

Forward Address: _____

City: _____ State _____ ZIP _____

Phone Number (*optional*): _____

Alternative Email: _____

Signature: _____

Circle One: Returning Student Graduating Student Withdrawal Student

Upon completion, please return the Mail Forward Form to the **Student Mail Room Service Window** located in the Goldstein Hall, first floor, Room 137.