



Mail Services
Smith College
Northampton, Massachusetts 01063

Dear Incoming First Year, Transfer Students and ADA Comstock Scholars,

Do you plan to ship some of your personal belongings, clothes, bicycles, mini-refrigerators, etc. to campus **prior** to your arrival in August? If so, we request that you use the shipping process outlined below.

Smith College has developed a special program with **UPS** to facilitate the pickup of your packages when you arrive and formally check-in. **UPS** will be on-site at central check-in with everyone's packages. Once you have completed the check-in process and received your room keys you will be able to pick up your packages to take back to your residence. There is ample vehicle parking next to the building to make the loading process very easy. Assistance will be available for those students who arrive alone.

To enable **UPS** to properly route your package(s), you will be required to address your package(s) in the noted manner below. (*See example below*).

THE NOTED ADDRESS IS TO BE USED FOR THE SPECIAL PROGRAM WITH UPS FOR CENTRAL CHECK IN ONLY!

Please plan ahead by going to the **UPS** website: www.ups.com or stop in at your local UPS shipping outlet to:

1. Locate your most convenient **UPS** drop-off location, www.ups.com/dropoff?loc=en_us (UPS Store, Customer Center, Staples, Office Depot)
2. Review the **UPS** box size and weight limitations.
3. Learn how many days it will take for your package to go from where you ship to Smith College and plan accordingly.
4. **ALL ITEMS MUST ARRIVE AT THE UPS FACILITY IN WEST SPRINGFIELD, MA BETWEEN AUGUST 23 AND AUGUST 30, 2019.**
5. Please use the address format below for this special one-time program only. Please refer to the email you will receive by mail services for your student specific unit number.

Name (Registered name)
Smith College
106 Lower College Lane
C/O Central Check-In Unit # XXXX
Northampton, MA 01063

Sincerely,
Sarah Marshall
Mail Services Operations Manager