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Mail Services  
Smith College  
Northampton, Massachusetts 01063

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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 house. There is ample vehicle parking next to the building making 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](http://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](http://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 SMITH COLLEGE BETWEEN AUGUST 24 AND AUGUST 31, 2018**
5. Please use the address format below for this special one-time program only. Please refer to the previous email you received by mail services for your student specific unit number.

Your Name (Registered name)  
Smith College  
2018 Lower College Lane, Unit # XXXX  
Northampton, Ma 01063

Sincerely,  
Sarah Marshall  
Mail Services Operations Manager