MOVE-IN MAIL TIPS

UG2 anticipates a high volume of package deliveries during the move-in period. Here are some tips to make the process smoother.

**DO's**

- Schedule deliveries for AFTER you arrive on campus. Storage space is very limited and packages are returned to sender after nine days.
- Use the appropriate mail format for your residence. See details on the R&D website.
- List SUNet on ALL Packages
  - e.g. Jane Stanford - jstanford
- **Wait to receive UG2's package notification** ([no-reply@pb.com](mailto:no-reply@pb.com)). This is separate from the carrier's notification that the package has arrived on campus
  - **Processing times:**
    - Most packages are processed within 24 hours
    - During peak move-in periods, when volume is high, processing may take up to 36 hours
    - Priority packages or mail are processed same day
- Know your designated **temporary** (8/21 - 10/15) Package Center (Location/Hours). UG2 is offering an additional pick up location for EVGR and revised GPC hours to manage the increased volume during move-in.
  - EVGR Residents ➔ "Pop-Up" EVGR Package Center ➔ MON – SAT, 10am – 6 p.m., SUN, 10am – 2 p.m.
  - All other on-campus Graduate residents ➔ Graduate Package Center (GPC) ➔ MON – SAT, 10am – 6 p.m., SUN, 10am – 2 p.m.
  - Munger/Lyman residents ➔ choice of GPC or Tresidder Package Center (TPC) ➔ MON – FRI, 8 a.m. – 8 p.m., SAT, 10 a.m. – 6 p.m., SUN, 10 a.m. – 2 p.m.
- Know your permanent (10/16 on) Package Center (Location/Hours).
  - All on-campus Graduate residents ➔ Graduate Package Center (GPC) ➔ MON - FRI, 8 a.m. – 8 p.m., SAT, 10 a.m. – 5 p.m., SUN, 10 a.m. – 2 p.m.
  - Munger/Lyman residents have the choice of mailing packages to the GPC or Tresidder Package Center (TPC)
- If you moved (or just moved in) Update your Address (i.e. Amazon/USPS)
  - If you have moved from one EVGR unit to another EVGR unit, please alert any senders of your new address and new apartment number.
- Check out a cart at the Package Center (ID required) for oversize packages, or get help from friends.
- Students with medical accommodations needing assistance: Use the Stanford DisGo TripShot app (Register using the link on the Stanford Transportation website or email packageandmailservices@ug2.com.

**DON'Ts**

- Forget to return Package Center cart. Others may be waiting to use it.
- Forget to bring your ID or, if you are acting as a proxy, your ID and proof of relationship to the package (for example, a copy of the notification email).
- Forget to **update spouse/partner email address**.
- Forget to notify UG2 if you are permanently moving out of EVGR.
- Leave your trash behind. Break down and deposit boxes in the receptacles provided.