

Dear <<First_Proper>>:

Welcome to Tulane University! We hope this Mail Services packet helps make your move-in easy and cost-effective.

We've teamed up with Housing & Residence Life to offer **package delivery directly to your residence hall room** prior to your campus arrival. Read on to find out more about this helpful in-room delivery service.

IN-ROOM DELIVERY

Here's how it works: You pay for shipping costs. Then we deliver **up to six boxes** to your room at no additional cost. Please follow our packing recommendations to maximize this service. If you send more than six boxes, your student account will be charged \$10 for each additional box. **Please use the labels in this packet for all in-room delivery boxes sent from home.**

Items intended for in-room delivery should be shipped to arrive between **Monday, July 14** and **Thursday, July 31**. The limit of six boxes includes items shipped from home and from vendors but not University & Student Services (USS) purchases. **Mail codes are not activated until July 14.** Items must be received by Tulane Mail Services between **Monday, July 14** and **Thursday, July 31** to qualify for delivery to your residence hall room. Be sure to **confirm shipping times with your shipping service** before mailing items to your room. Items received **before July 14 will cause delivery problems.**

Tulane Mail Services offers an **online shipping portal** with access to discounted FedEx Ground shipping and enhanced tracking that we can monitor for your convenience and peace of mind.

Incoming students also have the option to drop off pre-packaged boxes at an off-campus warehouse location by appointment from **Monday, July 14** to **Thursday, July 31**. For details, email **mailbox@tulane.edu**.

SAVE YOUR MAIL CODE

All residential students are issued a **four-digit mail code number**. This number is used to quickly identify and process items received for you at Tulane. This number will remain your mail code as long as you live on campus.

Your Tulane Mail code is: #XXXX

All packages and letter mail being sent to you should be addressed in the following format:

STUDENT NAME
TULANE UNIVERSITY
61 NEWCOMB PLACE ####
NEW ORLEANS, LA 70118

This is not a P.O. Box style service. **The mail code and the student's first and last name must always be included in the address section on packages. Delays will be prevented by doing so.**

Please review all of the enclosed information to ensure a stress-free and efficient move-in. For the latest updates, please check our website at: mailservices.tulane.edu

We look forward to seeing you soon!

Please note: Do not ship items to arrive before July 14. Receiving locations will not open until July 14. They will not be able to handle your shipments before July 14. Likewise, items received after July 31 will not be eligible for in-room delivery and may not be available on your exact move-in day.

prohibited items

WHAT SHOULD I NOT SHIP TO MY TULANE RESIDENCE?

The following items may not be shipped to your Tulane residence and will not be accepted by Tulane Mail Services at any time of the year.

As a member of the Tulane community, you are responsible for contributing to an environment that promotes the university's academic mission. This means following the guidelines and policies that promote that process, which includes not allowing prohibited items on campus or in your residence.

We will not accept, and instead return to sender, any items that exceed 50 pounds. Items fitting the following criteria will also be refused on delivery and returned to the sender.

- Personal refrigerators
- Personal air conditioners
- Flammable liquids
- Air fryers
- Electric grills (i.e., a panini press or a George Foreman grill)
- Space heaters
- Toasters
- Toaster ovens
- Pressure cookers (i.e., InstaPot)
- Hot plates
- Outdoor grills
- Candles
- Microwaves
- Rugs larger than 6 feet by 9 feet
- TVs or monitors over 50 inches
- Mattresses
- Bed frames
- Sofas
- Futons
- Desks (more than 50 pounds)
- Chest of drawers (more than 50 pounds)

Please see Housing & Residence Life's Community Living Standards for a complete list of prohibited items <https://housing.tulane.edu/residence-life/community-living-standards>

Do not ship items to arrive before *July 14* or after *July 31* or they will not qualify for in-room delivery. Confirm shipping times before sending boxes to campus.

packing guidelines

WHAT BOXES SHOULD I USE?

- Use heavy-duty boxes designed for shipping, not moving or storage boxes.
- Boxes should not weigh more than 50 pounds.

Do not ship items to arrive before **July 14** or **after July 31**. Items that arrive outside of these times **will not qualify for in-room delivery**. Confirm shipping times before sending boxes to campus.

WHAT SHOULD I SHIP FOR IN-ROOM DELIVERY?

- Twin XL sheets (twin sheets in Sharp Hall)
- Towels
- Pillows and blankets
- Clothing
- Hangers and organizers
- Storage bins
- Medium or small TVs
- Single-bulb lamps (LED bulbs preferred)
- Shower footwear and caddy
- Dishes and utensils
- Flashlight

Please consider shopping through our partner University & Student Services (USS) for items like headboards, linens, rugs, and other room décor. Items ordered through USS do not count against your six-box limit. You can view services available through USS at: uandss.com/Tulane/

WHAT SHOULD I NOT SHIP?

- Tulane Splash Card (new students will receive their Splash Card at check-in on move-in day)
- Other identification (driver's license, passport, state ID)
- Medication or other items needed immediately
- Liquids (laundry detergent, soap, bottled water, etc.)
- Winter clothing (this can be shipped later)
- Other prohibited items (Please see page 2 of this packet and Housing & Residence Life's [Community Living Standards](#) for a complete list of prohibited items.)
- Any items (hangers, organizers, mirrors) you can purchase from Trash to Treasure, a Tulane student org. that hosts a move-in sale. Visit T2T on Instagram for more info: @tulanetrashtotreasure

HOW SHOULD I PACK MY ITEMS?

- **Packed boxes should be no heavier than 50 pounds each.**
- Contents should be tightly packed so they do not shake or move inside the box. Packages will be stacked during shipping and could be damaged if not packed properly.
- Use pressure-sensitive plastic packing tape to seal boxes. Do not use cellophane tape, duct tape, masking tape, or string.
- Apply tape evenly across flaps and seams on both the top and bottom of the box.
- For detailed packing tips visit: fedex.com/en-us/shipping/packing.html

HOW SHOULD I SHIP MY ITEMS?

- We recommend using our shipping portal to ensure your items are received by Tulane on time.
- For in-room delivery, apply the included identification labels to three sides of your packages.
- Remember: only six boxes will be included for free for in-room delivery. All other packages will cost \$10 per box.

in-room delivery

items shipped from home

Items shipped using these instructions will be placed in your room before move-in day by University & Student Services (USS) and Housing & Residence Life staff. You will receive an email confirmation after items have been delivered to your room.

At the end of this packet, you will find special labels to be used on the sides of your boxes sent from home for in-room delivery. These will help Mail Services and HRL staff identify your boxes.

You may ship up to six boxes for in-room delivery at no extra charge. Shipping is not included. Additional boxes shipped to campus for in-room delivery will be charged a \$10 per box fee to your Accounts Receivable. Items purchased through USS do not count against the box limit. You can view services available through USS at uandss.com/Tulane/.



step-by-step

step 1: Pack boxes of items you want to send to Tulane. Follow the guidelines on **page 3** of this packet to ensure that your boxes arrive safely.

step 2: Attach provided identification labels on at least three sides of each box.

step 3: Ship via FedEx Ground; items to arrive between July 14 and July 31 to the address, mail code provided.

- Use the Tulane Mail Services shipping portal, as outlined on **page 5** of this packet, and:
 - Save up to 40% on shipping costs.
 - Mail Services can track your item.

Go to page 8 for optimal shipping dates from your home state.

- The labels provided are for the in-room delivery service we offer. They are not pre-paid shipping labels.
- Insure your items appropriately.
- Be sure to keep all your tracking numbers and bring them to campus.

step 4: Check your Tulane email account for confirmation that your boxes were **delivered** to your room.

step 5: Check your Tulane email for notices of items that were **not delivered** to your room. You will receive instructions on how, when, and where to pick up these items.

step 6: After you check in and receive access to your room, verify that all of your boxes have arrived.



mail services FedEx shipping portal

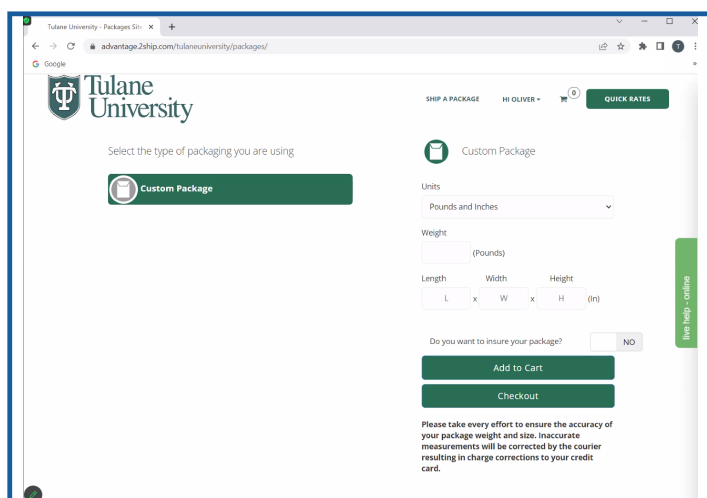
Using the Tulane Mail Services & FedEx shipping portal is an easy way to ship packages from home to your Tulane residence and has many benefits. **Our shipping service ensures that Tulane Mail Services has visibility of your shipments from creation to delivery, making it easier for our team to address problems.** Mail Services takes special care to verify items sent through the portal make it to your dorm room or that you are informed of any delays. **You can save up to 40% off of FedEx retail rates when you use the Tulane shipping portal.**

Save up to 40% when you use the Tulane shipping portal.

6 boxes (30lbs, 20 x 20 x 20)	From New York	From Texas	From California
Retail FedEx Ground Rate	\$696.00	\$360.00	\$936.00
2-Ship Ground Rate	\$503.28	\$273.36	\$710.04
Savings (\$)	\$192.72	\$86.64	\$225.50
Savings (%)	38%	32%	32%

How the Portal Works

- Access the portal: mailservices.tulane.edu/2-ship
- Log in using your Tulane username and password.
- You'll be prompted to enter shipping weight and box dimensions in the portal. **Be exact especially on the size of the box to avoid extra fees.**
- **Boxes are insured for \$100, for more insurance enter the value.**
- When using the ship to address feature, be sure to add your name and student mail code.
- Check the rates and estimated delivery times in the portal.
- Pay fees and generate labels that you can print at home, then attach those labels to your packages.
- You should also attach the labels provided in this packet. The provided labels will help the Mail Services team properly sort and stage the packages for in-room delivery.
- You can drop off packages at any authorized FedEx shipping location. A locator map is included in the portal.

The screenshot shows the Tulane University shipping portal. At the top, there's a navigation bar with "SHIP A PACKAGE", "HI OLIVER", and "QUICK RATES". Below this, the Tulane University logo is on the left. The main content area has a heading "Select the type of packaging you are using" with a "Custom Package" button. To the right, there's a "Custom Package" section with a dropdown for "Units" (set to "Pounds and Inches"), a "Weight" input field, and "Length", "Width", and "Height" input fields with units in inches. Below these is a "Do you want to insure your package?" checkbox (set to "NO") and "Add to Cart" and "Checkout" buttons. A disclaimer at the bottom states: "Please take every effort to ensure the accuracy of your package weight and size. Inaccurate measurements will be corrected by the courier resulting in charge corrections to your credit card."

GREEN UP

Your Move-In

where you can find

hangers
lamps
storage bins
mirrors
side tables
room decor

wait for the

TRASH to

TREASURE

sale

Follow these tips on greening up your move in from the Tulane University Office of Sustainability. Practicing these tips will help make your move in easier and more efficient and your move out less wasteful and more environment-friendly.

What You Can Do to Green Up Your Move In

- Utilize events led by Trash to Treasure, a student organization dedicated to reducing waste from our annual move-in and move-out cycles.
- Only pack and ship essentials to your dorm and unbox small items at home to reduce your trash and recycling loads on campus.
- Pack according to the seasons: You won't need winter clothes until November.

Common Mistakes to Avoid

- Not measuring your bed in person before ordering a mattress topper.
- Not coordinating with your roommate on shared items, such as chairs, fans, dishes, supplies, etc.
- Shipping too much instead of checking out the Trash to Treasure Sale to buy common items when you arrive on campus.

TRASH TO
TREASURE

Collect. Sort. Sell. Donate.

in-room delivery

items shipped from a vendor

Please shop through our partner **University & Student Services (USS)** for items like headboards, linens, rugs, and other room décor. Items ordered through USS do not count against your six-box limit for in-room delivery. You can view services available through USS at: uandss.com/Tulane/.

If you choose a different vendor: Due to the six-box limit and the shipping method of many online vendors, we encourage you to have items shipped to your home before move-in so you can consolidate items into fewer boxes and avoid extra fees to deliver packages to your room. If you wish to send your items directly from the vendor, please follow the instructions below. Like standard in-room delivery packages, these items must arrive between July 14 to July 31 in order to be delivered to your room.

Do NOT order items for same day delivery. Be sure your retailer (Wal-Mart, Target), offers a shipping option via UPS, FedEx, USPS, DHL or Amazon Direct as these are the only deliveries Mail Services can accept. That means your items may not be delivered if you don't follow this guideline.

step-by-step

step 1: Only ship approved items that will be accepted as part of the in-room delivery program.

Unapproved items include futons, sofas, recliners, mattresses, bed frames, refrigerators, rugs larger than 6 feet by 9 feet, TV/monitors over 50 inches, and any item weighing more than 50 pounds. This also includes certain cooking appliances, such as toaster ovens, microwaves, pressure cookers, hot plates, and electric skillets. For a complete list of unapproved items, see the Prohibited Items list on **page 2**.

Unapproved items will not be accepted and will be automatically returned to the sender.

step 2: Ship items using the full address provided. Your mail code must appear on all items.

- If needed, you may enter the mail code in the "Suite or apt #" field.
- Please **do not use a P.O. Box designation**, this will misroute packages to another post office.

step 3: Keep all carrier tracking numbers and bring them to campus.

- We are unable to track items by vendor order numbers.

Note about small items: Small items, such as those shipped in padded mailers or very small boxes, will not be pre-delivered to rooms. Those items will be available for pick-up from the package lockers located in the Lavin-Bernick Center and at the Diboll Complex, and the Mail Services pickup counter located on the north side of the first floor of Warren Hall. You will receive an email notification for each of these items that will detail where and when they are available.

Do not ship items to arrive before July 14 or after July 31 or they will not qualify for in-room delivery. Confirm shipping times before sending boxes to campus.



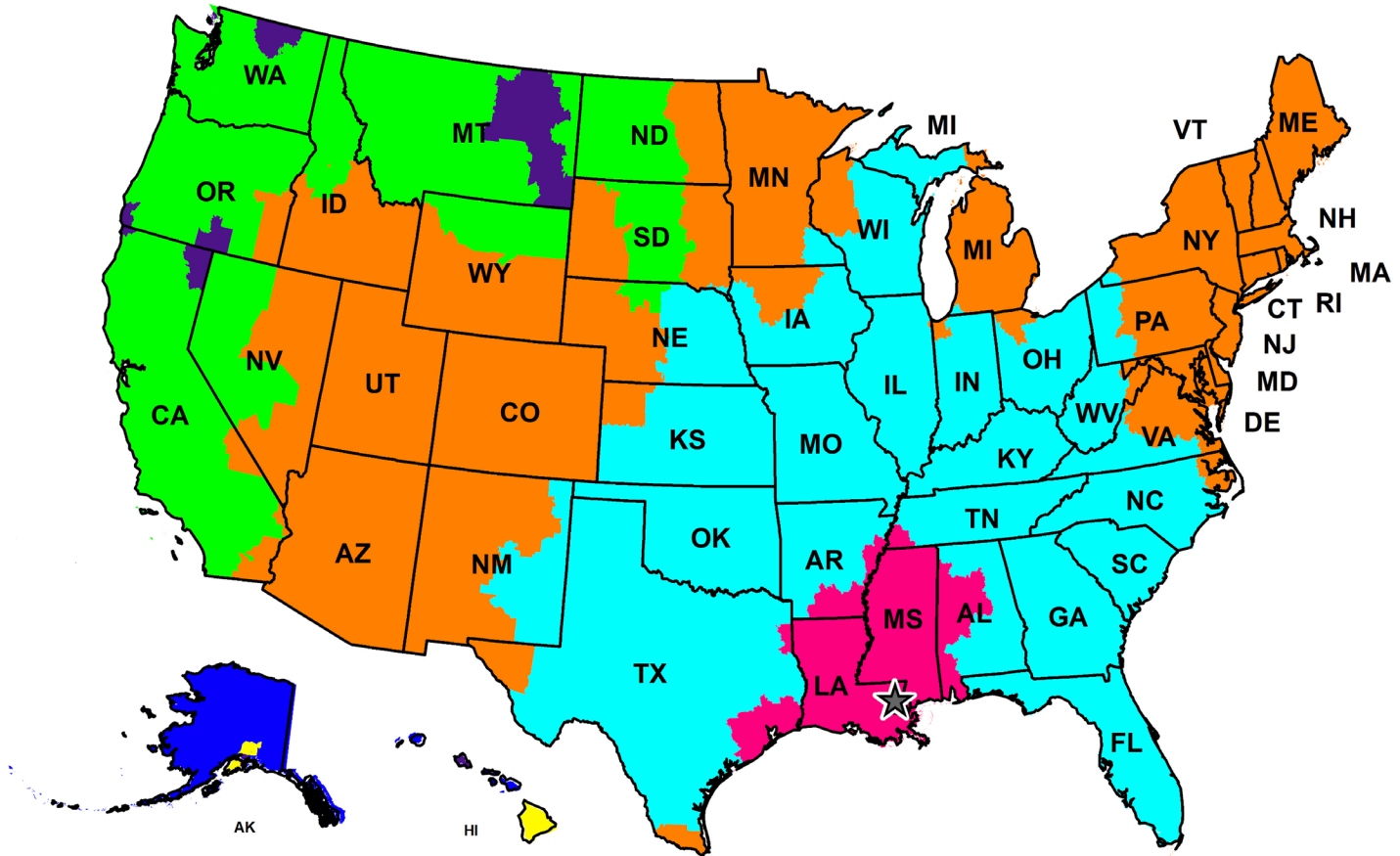
shipping times

The following information comes from the FedEx website. We suggest you go to the webpage to make sure these estimates are still in effect: fedex.com/grd/maps/MapEntry.do

These times are **only estimates**. Please **confirm shipping times** with your shipping service.

Do not ship items to arrive before July 14 or after July 31.

Items that arrive outside of the these times will not quality for in-room delivery.



Business Days in Transit to New Orleans	To arrive in New Orleans between July 15 & July 30	
	Ship no Earlier than	Ship no Later than
1 Day	July 13	July 28
2 Days	July 11	July 27
3 Days	July 10	July 26
4 Days	July 10	July 25
5 Days	July 10	July 24
6 Days	July 6	July 22
7+ Days	July 6	July 20
Please verify all times with your local FedEx		

academic year mail – (after shipping window 7/14 to 7/31)

Items received after July 31 & for the rest of the academic year:

Packages received after July 31 and for the rest of the academic year will be received, processed, and made available for pick-up from one of the Mail Services locations on campus. These include package lockers (pictured below, left to right) located in the Lavin-Bernick Center, at the Diboll Complex, and the Mail Services pickup counter located on the north side of the first floor of Warren Hall.



Please be sure that anything sent to you has your first and last name and mail code in the address. Items missing this information will be subject to delays in availability.

If you receive a message from a third-party delivery service, this means we are processing your package. You will receive an email from tulanepackages@sclintra.com when your package has been processed and is ready for pick up. This email will include your package location and pickup instructions.

For further details on Mail Services throughout the year please visit us at: mailservices.tulane.edu

STUDENT NAME
TULANE UNIVERSITY
61 NEWCOMB PLACE #XXXX
NEW ORLEANS, LA 70118

(#XXXX is the 4 digit mail code found on page 1 of this packet)