

<<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, December 9** and **Tuesday, December 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 December 9.** Items must be received by Tulane Mail Services between **Monday, December 9** and **Tuesday, December 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 December 9 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.

For more detailed move-in shipping instructions, **see page 3** for items shipped from home and **page 5** for items shipped from a vendor. Items that do not follow the included instructions may not be eligible for in-room delivery and may not be in your room when you arrive.

Incoming students also have the option to drop off pre-packaged boxes by appointment from **Monday, December 9** and **Tuesday, December 31**. For details, email [mailbox@tulane.edu](mailto: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:

<p><b>STUDENT NAME</b> <b>TULANE UNIVERSITY</b> <b>61 NEWCOMB PLACE #####</b> <b>NEW ORLEANS, LA 70111</b></p>
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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](http://mailservices.tulane.edu)

We look forward to seeing you soon!

**Please note: Do not ship items to arrive before December 9, items received after December 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.

**Items fitting the following criteria will be refused on delivery and returned to the sender.**

- Screws, nails, or any other permanent wall fasteners
- Heat lamps
- Halogen lamps
- Personal refrigerators
- Personal air conditioners
- Multi-bulb lamps (except with LED bulbs)
- Ceiling fans
- Fog or smoke machines
- Hookahs, pipes, or other smoking devices
- Natural cut trees, branches, or greens
- Flammable liquids
- Extension cords or 3-way plugs without surge protection
- Air fryers
- Hot plates
- Electric grills (i.e., a panini press or George Foreman grill)
- Open coil burners
- Space heaters
- Toasters
- Toaster ovens
- Pressure cookers (i.e., InstaPot)
- Hot plates
- Outdoor grills
- Candles
- Incense
- Microwaves
- Rugs larger than 5 feet by 7 feet
- Mattresses
- Bed frames
- Sofas
- Futons
- All furniture or items not on this list weighing 50 pounds or more

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 **December 9** or after **December 31** or they will not qualify for in-room delivery. Confirm shipping times before sending boxes to campus.

# 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/](http://uandss.com/Tulane/).



## step-by-step

**step 1: Pack boxes of items you want to send to Tulane.** Follow the guidelines on **page 8** 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 December 9 and December 31 to the address, mail code provided.**

- Use the Tulane Mail Services shipping portal, as outlined on **page 4** of this packet, and:
  - Save up to 40% on shipping costs.
  - Mail Services can track your item.
- 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.**

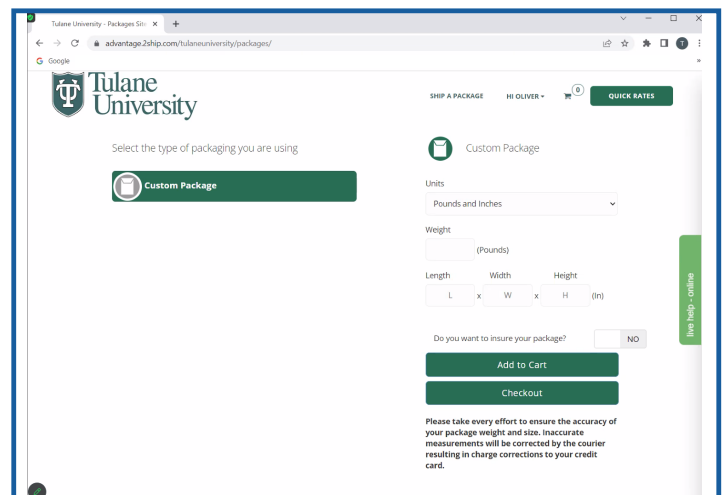
**Save an average of 40% when you use the Tulane shipping portal.**

6 boxes (30lbs, 20 x 20 x 20)	From New York	From Texas	From California	Average
Retail FedEx Ground Rate	\$573.96	\$290.46	\$797.82	
2-Ship Ground Rate	\$221.31	\$121.03	\$311.85	
Savings (\$)	\$352.65	\$169.43	\$485.97	
Savings (%)	39%	42%	39%	<b>40%</b>

If you shipped 6 boxes (20 x 20 x 20) that weigh 30 pounds each, you would save 39% shipping from New York to New Orleans, 42% from Texas to New Orleans, and 39% from California to New Orleans. These figures compare FedEx ground shipping rates to the Tulane shipping portal ground rate.

## How the Portal Works

- Access the portal: [mailservices.tulane.edu/2-ship](https://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.
- 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.
- Alternatively, the system will allow you to request FedEx Ground to pick up boxes from your location (additional charges will apply).



# 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/](http://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 December 9 to December 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 5 feet by 7 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 December 9 or after December 31 or they will not qualify for in-room delivery. Confirm shipping times before sending boxes to campus.**



# academic year mail – (after shipping window 7/15 to 7/30)

## Items received December 31 & for the rest of the academic year:

Packages received after December 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](mailto: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](http://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)



# 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.
- Boxes should be no larger than 20 inches long by 20 inches wide by 20 inches high, or they may not be accepted when they arrive in New Orleans. Generally, larger boxes exceed the 50 pounds weight limit when packed.

Do not ship items to arrive before **December 9** or **after December 31**. Items that arrive outside of the 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/](http://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/how-to-pack.html](http://fedex.com/en-us/shipping/packing/how-to-pack.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.