“HOW TO”
ADDRESS MAIL & PACKAGES
TO YOUR STUDENT

➢ First and Last Name
➢ Residence Hall
➢ Residence Hall Address, Box #
➢ Indianapolis, IN 46208

**BT • CTS • UT STUDENTS**
Use above info for regular mail
for PACKAGES ONLY, use

➢ First and Last Name
➢ 4600 Sunset Ave
➢ Indianapolis, IN 46208

Email will be sent when packages
are ready for pickup in Holcomb 23

Other information:

➢ PLEASE do not send cash through the mail.
➢ Important documents and gift cards should be sent
  as a package with insurance and tracking.
➢ Incorrectly addressed packages may be refused.
➢ Packages not claimed after 30 days will be returned
  to sender when possible. Items may also be donated
  to the Sustainability Department for repurposing.
➢ If you move while on campus and at the end of each
  academic year, you must fill out a change of address
  card. Cards can be picked up in Holcomb 23.