



Post Office
907-474-7215
907-474-7884 fax
Mail Services
907-474-5260
907-474-1181 fax
www.uaf.edu/fs

Post Office and Mail Services

University of Alaska Fairbanks, P.O. Box 750100, Fairbanks, Alaska 99775-0100

Closing your box or leaving for the summer?

The process is now done online.

To close your box or to submit a forward:

1. Log into UAOnline (<https://uaonline.alaska.edu/>)
2. Before submitting a forward please make sure to change your mailing address in your personal information on UAonline.
3. Click on “Student Services & Account information” tab at the top of the page.
4. Click on the “Campus Housing, Dining and Post Office” link.
5. Select UAF Housing, Dining and Post Office
6. Under the “Applications” tab click the “UAF Post Office Box Forward/Closure Request Form”

The application will be processed the following business day.

If closing your PO Box permanently please turn in your key at the Campus Post office key drop box. Keys must be returned within 5 business days of closing the box or a 15.00 lost key charge will be applied to your account.

Students are strongly encouraged to keep one PO Box address their entire UAF career providing a stable address to receive USPS mail and packages.

Naturally Inspiring.

UAF is an AA/EO employer and educational institution

Mar-17