

**Email Sent May 4<sup>th</sup>, 2020:**

**Greetings!**

**Summer residents are provided with a Virtual mailbox for the duration of their stay. Current students will keep the same mailbox number. New residents may request a mailbox number by replying to the email before May 7<sup>th</sup>.**

**Your mailing address is as follows:**

**Your name**

**Box \_\_\_\_\_, Summer Residence**

**Carleton University**

**1233 Colonel By Drive**

**Ottawa ON K1S 5B7**

**It is essential that all of the elements of the above address, in particular your box number and postal code, are included on all mail for efficient and swift delivery to you in residence. Please take appropriate measures to ensure that your friends, family and businesses have your complete address.**

**We are providing a virtual mailbox program. All mail and packages received for you will be held at the Residence Reception Desk, between 9:30 am to 2:00 pm each weekday. *Note, hours are subject to change.* You will receive an email to your Carleton cmail account when your items are ready for pick up. You will need your Campus Card to claim all mail. Items requiring a signature may be redirected to the nearest postal outlet for pick up. As space is limited, please try to pick up packages as soon as possible once you have received notification from Carleton staff.**

**Please also be aware that Canada Post does not permit us to forward mail for residence students after they move out. Therefore, it is important that you commence to inform others of your departure date prior to leaving in order to ensure the swift delivery of your mail to your next address, rather than have it stamped Return to Sender (unless you are staying on into academic residence). Please note your mailbox number may change if you are staying in residence for the academic year.**