

1.10 Mailing by Campus Mail, USPS, and UPS

Information and Procedures

Campus Mail

The street address for the Jackson School is:

Jackson School of International Studies
2023 Skagit Lane
Seattle, WA 98195

Every department or unit at UW has a unique six-digit box number. The JSIS box number is 353650. These are not USPS Box Office numbers; they are distinct and assigned solely by the University. The box number is part of each department's mailing address. The Jackson School's mailing address is:

*Jackson School of International Studies
University of Washington
Box 353650
Seattle, WA 98195*

The University reuses envelopes for campus mail whenever possible. Simply cross out the last recipient's name and box number, then follow the procedures below.

- ☐ Place the document or item in an envelope.
- ☐ Write the recipient's name and box number on the envelope, for example:

*Toni Read
Box 353650*

- ☐ Place the envelope in the outgoing mail box located in the JSIS 4th floor Mail Room (Thomson 411).

Note: all mail—both campus and off-campus mail—goes out at 9:15AM Monday-Friday.

If you miss the mail pick-up, there are boxes for campus mail and UPS packages adjacent to the entrance of the N22 parking lot (shown below). Pick-up times for each mailbox are indicated on the box.



USPS

For off-campus business mail, in lieu of U.S. postage stamps, the University uses stickers with unique barcodes linked to departmental budget numbers. The barcode is scanned by UW Mail Services when the mail is processed, and the department budget is charged after the scan.

- ☐ Order the stickers through the Jackson School Financial Administrator (Dvorah Oppenheimer).
- ☐ Place the barcode sticker below your return address (JSIS preprinted return address).
- ☐ Leave your mail in the outgoing mail box in Room 411 (above the laser printers).

Note: mail goes out once a day at 10:30AM Monday-Friday.

UPS

- ☐ Complete the JSIS-11-4 Form (https://jsis.washington.edu/business/file/forms/2-Express%20Shipping,%20ProCard%20Form_save.pdf) and submit it with the package to the JSIS Business Office Coordinator (Kevin Swantek).
- You'll need the following information to fill out the form:
 - Budget number
 - Phone number and/or email of the recipient
 - Weight of the package (There is a scale located in Thomson 411B.)

Note: submit the form and package no later than 3:30PM if the package needs to be shipped on the same day.

Version History	Date	Change Summary	Author(s)
1.00	July 21, 2016	Initial Version	Jasmine Gonzalez
2.00	August 3, 2016	Revised Version	Andrea Brocato
3.00	August 3, 2016	Added information	Jasmine Gonzalez