

Campus Mail Department

University of Minnesota

Campus Mail Move/Change of Service Request Form

Current Campus Mail Address
Department name:
Room and building:
Campus delivery code:
Contact name and phone/email:

Move date: _____ (Date you wish to have Campus Mail delivered to new address)

New address
Department name:
Room and building:
Campus Delivery Code*:
Contact name and phone/email:

* If not combining with an existing department, a new campus mail code will be assigned and you can leave this row blank.

When completed, please return form to Jeff Kalvik via email (kalvi001@umn.edu) or Campus Mail (Jeff Kalvik, UMarket Services, Delivery Code 5201). Please call (6-1389) or email Jeff with any questions.

Please note U.S. Mail is processed and handled directly by the USPS and University of Minnesota Campus Mail has no direct affiliation. You would need to contact the USPS directly to alert them to any change of address. You can check with your current U.S. Mail carrier or use the below contact information to communicate with the USPS. There are three separate USPS stations handling University mail:

Most East and West Bank Departments:

St. Paul Departments:

WBOB/1100 & 1200 Washington:

USPS University Station
2811 University Ave SE
Minneapolis, MN 55414
(612) 378-0625

USPS Roseville Station
2000 County Rd B2 W
Roseville, MN 55113
(651) 631-0628

USPS – Downtown Mpls Station
100 S 1st St
Minneapolis, MN 55401
(612) 349-4715

Please complete and return this form as far in advance of your upcoming move as possible. We will contact you with any questions and/or to confirm a new delivery code if applicable. Please call us at 626-1389 with any questions in the interim. Thank you!