



University Housing Services
MAIL FORWARDING INFORMATION

Name: _____
Last First MI

Current Mailbox Number: _____

New Street Address: _____

New City, State & Zip: _____

Date: ____ / ____ / ____

Signature: _____

SJSU ID # _____

*Return this form to University Services Housing Office, CVB 2nd floor.
Please Note: Mail forwarded for 3 months only!*

IMPORTANT MAIL FORWARDING INFORMATION

U.S. mail forwarding is a slow process. Therefore, to expedite your mail, please notify your family, friends, SJSU departments, bill collectors, and any other businesses you send mail to, or receive mail from, of your new address. Mail forwarding turn around time can take up to 4 weeks.

- Please be sure the other side of this card is filled out completely.
- If you have an approved cancellation from UHS, your mail will be forwarded for up to **3 months** from the date of cancellation. Please note: *You must have a card on file for this service.*

This card is for mail forwarding purposes only. No information from this card will be given to outside persons or organizations making such requests.