
Examples of Addressing Mail

Example of Addressing Campus Mail

UCLA	Campus Mail
<div style="display: flex; justify-content: space-between;"><div style="width: 40%;"><p><i>[Return Address]</i> Professor John J. Smith School of Engineering Electrical Engineering Room 2250 159410</p></div><div style="width: 55%; text-align: right;"><p><i>[Addressee]</i> Dr. Paul M. Jones Department of Dermatology 52-127 CHS Campus Mail Code: 175018</p></div></div>	

*Use only blue banded #10 envelopes (4 1/8" x 9 1/2"), transmittal envelopes or manila envelopes for Campus Mail. Plain manila envelopes should clearly state "CAMPUS MAIL".

Separate Campus Mail from outgoing domestic or International Mail by use of mail tubs or rubber bands. Campus Mail in plain white #10 envelopes might mistakenly be sent out as outgoing U.S. Mail.

Example of Addressing U.S. Mail

Robert L. Donnelly
University of California
Chancellor's Office
Box 951405
Los Angeles, CA 90095-1405
XX00 [Authorized I.D. number]



*Return address should be
no more than 1/3 down
face of envelope.*

Mr. Weyland D. Howard
Northrop Research and Technology Center
3401 West Broadway
Hawthorne, CA 90250

*Use white envelope for letters up to No 10 size (4 1/8" x 9 1/2") or manila envelope or securely wrapped package up to 70 lbs.

Example of Addressing International Mail

Robert L. Donnelly
University of California
Chancellor's Office
Box 951405
Los Angeles, CA 90095-1405
XX00 [Authorized I.D. number]

International Mail

Centre d'Etudes de l'Universite
De Californie, Bordeaux
Faculte des Lettres
Universite de Bordeaux III
33 Talence
FRANCE

*Use white envelope for letters up to No. 10 size (4 1/8" x 9 1/2") or manila envelope. Clearly mark "INTERNATIONAL MAIL" on outside of envelope or bundle and separate from Domestic Mail and Campus Mail.