

**Examples of Addressing Campus, U.S., and International Mail****Example of Addressing Campus Mail**

UCLA	Campus Mail
<i>[Return Address]</i> Professor John J. Smith School of Engineering Electrical Engineering Room 2250 159410	
<i>[Addressee]</i> Dr. Paul M. Jones Department of Dermatology 52-127 CHS Campus Mail Code: 175018	

\*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	Mr. Weyland D. Howard Northrop Research and Technology Center 3401 West Broadway Hawthorne, CA 90250
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\*Use a white envelope for letters up to No. 10 size (4 1/8" x 9 1/2") or a manila envelope or securely wrapped package up to 70 lbs.

**Example of Addressing International Mail**

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

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

\*Use a white envelope for letters up to No. 10 size (4 1/8" x 9 1/2 ") or a manila envelope. Mark "INTERNATIONAL MAIL" on outside of envelope or bundle and separate from domestic mail and campus mail.

Please check <http://www.USPS.gov> for current customs form requirements.

General customs form guidance for International Mail:

- Non-dutiable letters and large envelopes containing documents under 16 ounces generally do not need a customs form.
- All of the following international mail must have a customs form:
  - The item is a parcel: small or large box (First-Class Package International Service)
  - The item is a non-bendable large envelope (First-Class Package International Service)
  - Padded envelope (First-Class Package International Service)
  - Priority Mail International (All values)
  - Priority Mail Express International (All values)
  - All USPS customs forms must be prepared and submitted electronically online at <http://www.USPS.gov>
  - Attach a copy of the form to the outside of your large envelope or parcel