

Proper Address Format for Incoming Faculty / Staff Mail:

Recipient Name
Department Name
Santa Clara University
500 El Camino Real
Santa Clara CA 95053-____ *

*See Departmental Zip + 4 list for all codes

- Faculty / Staff should immediately notify Mailing Services when their campus address changes. Mailing Services delivers the mail to the department to which it is addressed. Mailing Services does not forward mail. It is the responsibility of each department to forward mail both on campus and off.
- Department name must be on all mail.
Mailing Services **does not sort by room number or building**.
Please notify all correspondents of proper address format.
Mail improperly addressed will be returned to the sender.

Proper Address Format for Inter-Departmental Mail:

Recipient Name
Department Name

Please spell out department name. Abbreviations can cause mail to be mis-delivered. Eng could be English or Engineering. Departmental name must be on all mail. Mailing Services **does not sort by room number or building**. Mail improperly addressed will be returned to the sender.

Proper Address Format for Incoming Student Mail:

All incoming mail (letters, flats, boxes & packages) **MUST** be addressed as follows:

Student Name
SCU-_____*
500 El Camino Real
Santa Clara CA 95053-_____*

*Your 4-digit box number assigned by Housing.

The term P.O. BOX should never be used in your address.

All mail is identified & sorted by your box number. All mail without a box number will be returned to sender. **DO NOT** have mail addressed to your room number or dorm name - it **will not** be delivered.

Proper Address Format for On Campus Student Mail:

Student Name
SCU-_____*

*Your 4-digit box number assigned by Housing.