East-West Center
REQUEST TO FORWARD MAIL

The information you provide will be used to forward USPS first class and priority mail for up to 4 months after your departure. Please use this time to inform contacts of your new address.

Accountable mail requiring a signature will not be accepted and/or will be returned to the respective carrier. This includes accountable mail from USPS, and all mail from private carriers. (UPS, FedEx, etc.)

Name _____
Last (Family) First (Given) Other (Nickname)

_____
Last (Family) First (Given) Other (Nickname)

Email address _____

Dorm & Room number_____ MSC number _____

Scheduled departure date _____

Confirmed/tentative return date (if any) _____
(Every effort will be made to reserve current MSC number for returning residents.)

FORWARDING ADDRESS

(United States or US territories only)

c/o (if applicable) _____

Business (if applicable) _____

Street address, Apt number _____

City/State/Zip code _____

I have read and understand the information above. I certify I am the person named above and the information on this form is accurate to the best of my knowledge.

_____
Signature Date

RETURN THIS FORM TO EWC MAIL SERVICES (Hale Manoa)
or EMAIL TO MAILSERVICES@EASTWESTCENTER.ORG

OFFICE USE ONLY

Check-out date _____ Approved by _____ Date _____