

East-West Center
Mailbox Request
NEW RESIDENT

MSC: _____

ELIGIBILITY AND RULES

- * Mailboxes are provided for residents who have at least 30 nights remaining on their housing reservation.
- * Residents may not use the EWC address or premises to conduct personal business activities.
- * Mail received for persons (friends, relatives) not registered with the Housing Office will be returned to sender.

ROOM OCCUPANT #1 - Primary mailbox holder

ROOM OCCUPANT #2 - If applicable

For a separate mailbox, please complete another form.

Please select one:

Mr. Mrs. Ms. Other

Mr. Mrs. Ms. Other

Full LAST Name

Full LAST Name

Full FIRST Name

Full FIRST Name

Other names, nicknames, or variations

Other names, nicknames, or variations

Hale Manoa (HM) Hale Kuahine (HK)

Room number: _____

If affiliated with EWC:

Check-in date: _____

Program/Office: _____

Scheduled check-out date: _____

Program Staff Contact: _____

Signature

Date

Signature

Date

Phone number & Email address: _____

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

Mailbox assignments are usually made within 3 working days.

FOR MAIL SERVICES USE ONLY

Date received: _____

Approved by: _____

Date: _____

Combo/desk: _____

Comments: