

UCSD Mail Services

Mail Code Request

Complete form and print. Fax to (858) 534-6774 or send to Mail Services at mail code 0047.

Department: _____

Phone Number: _____

Index Number: _____

Email: _____

Contact Name: _____

Number of stops per day:

Note: Any delivery or pick-up scheduled after 2:30 p.m. will be charged at the three (3) times per day delivery charge.

Location of mail delivery:

The official UCSD Mailing address is:

UNIVERSITY OF CALIFORNIA, SAN DIEGO

Name and Department

9500 Gilman Dr # XXXX (Mandatory department mail code)

La Jolla, CA 92093 - XXXX (Repeat mandatory department mail code)