**SHIPPING YOUR LUGGAGE/BELONGINGS**

If you need to send some things in advance of your arrival, you should make all of the necessary arrangements (do not send it collect) and ship them to the address below.

Any package weighing over 50 pounds and shipped by FedEx, DHL, and Airborne or any packaged shipped by UPS, Fed-Ex Ground, or a trucking company should be shipped to the following address:

Your name  
Incoming Student  
c/o Caltech Central Receiving  
391 S. Holliston Ave. Pasadena, CA 91125

Please note, Central Shipping and Receiving will hold packages only for up to one week, so do not send packages too far in advance. When you arrive and wish to retrieve your items, you should contact Central Shipping and Receiving at (626) 395-4893 for pick-up instructions.

Business Hours: Monday - Friday, 7:30 a.m. - 4:00 p.m.

The Central Shipping & Receiving Office will be open from 11:00 AM to 2:00 PM on Sunday, September 19

**TECH EXPRESS**

All undergraduate mail is processed and distributed at the Tech Express. The Tech Express is located in the Keith Spalding lobby. It is staffed to manage weekday undergraduate mail delivery, mail forwarding, and mailbox key distribution and replacement. We also receive and distribute packages to undergraduate students. We annually service approximately 950 full-time Caltech students.

Hours of operation 8:30 a.m. to 4:30 p.m., Monday through Friday.

For questions, please contact Alice Edel at (626) 395-3703, aedel@caltech.edu, or Darrell Goudeau at (626) 395-6359, darrell.goudeau@caltech.edu.

**MAIL DELIVERY**

Mail will be delivered Monday through Friday to your personal mailbox located near the North Undergraduate Houses. Your MSC number (which you will keep the entire time that you are a registered student at Caltech) will be assigned via email in late August. In the meantime, your mail will be held at the campus post office if addressed to:

Your Name  
Incoming Student  
California Institute of Technology  
Pasadena, CA 91126