



## How to Send Documents (Mail)



You may need to mail items to our office such as transcripts, verifications of enrollment or original receipts for reimbursements. Mailing letters through the U.S. Postal Service (USPS) is easy, reliable and much cheaper than a service such as FedEx. FedEx, DHL and UPS will also mail large packages and documents for you. The cost is higher than using the U.S. Postal Service, but you will find that these offices are often open late or sometimes all night long for service.

### How to Write a U.S. Address

Typically, a U.S. address is comprised of three lines of information.

The first line contains a person's first and last name or sometimes a business name instead.

*"Abdullah Al Sabah" or "Kuwait Cultural Office"*

The second line contains the street address of the building or house. The house or building number goes first, followed by the name of the street. If there is an apartment, suite or dorm room number, it goes last.

*"51715 Pleasant Dr." or "512 Highland Ave., Apartment 203"*

The third line contains the city, state and zip code of the house or building in that order.

The state name is shortened to only two letters, like CA for California or CO for Colorado.

*"Malibu, CA 90265" or "Lansing, MI 48823"*

It is important that you supply this office with your correct address so that we can make sure your mail is sent properly to you! When you are mailing your own letters, it is important that the addresses on the envelope are correct so that your mail is delivered where you intend for it to go. Our address is:

Kuwait Cultural Office  
2029 Century Park East, Suite 2500  
Los Angeles, CA 90067

(the name of our office)

(building number, street name, office number)

(city, state, zip code)

Fill in your address here:

\_\_\_\_\_

(your first and last name)

\_\_\_\_\_

(building number, street name, apartment number)

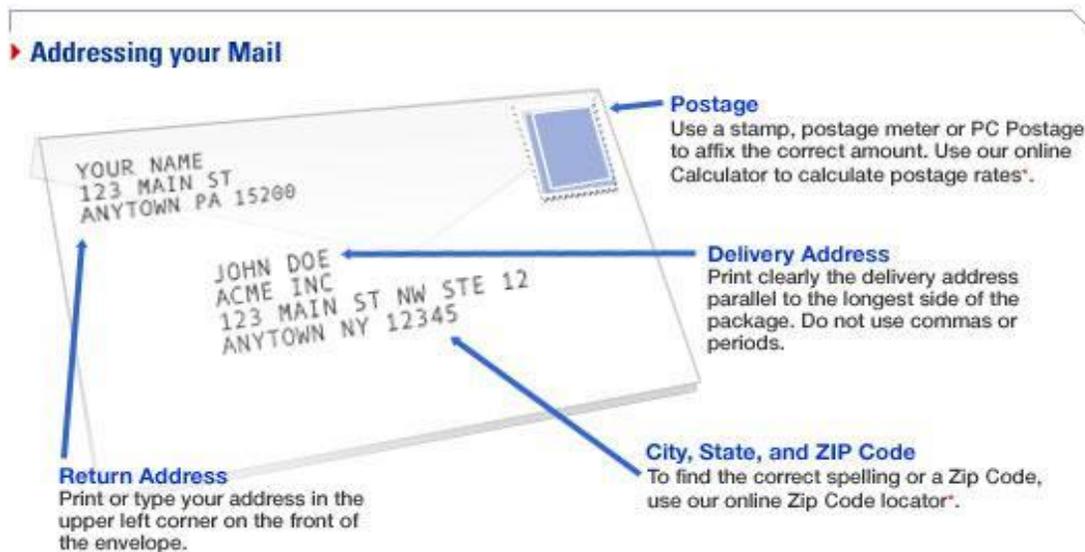
\_\_\_\_\_

(city, state, zip code)



### Addressing Your Mail

You must write two different addresses on the front of the envelope you wish to mail: a return address (your address) and the address of the person to whom you are sending the document. Your address goes in the top left corner, and the recipient's address goes in the middle of the envelope. The postage stamp goes in the top right corner.



### Buying Postage Stamps for Envelopes

In order for the Postal Service to send your mail, you must place a postage stamp on the front of your envelope. The cost of a first-class postage stamp to mail a letter is currently 45 cents (\$0.45), although rates tend to change often. If your letter is heavy, it is weighed and may cost more. Stamps are sold individually or in booklets of 10 or 20 or in rolls of 100. You may buy stamps at the following locations:

- Online, link to the **U.S. Postal Service website** (<http://www.usps.com>) and click on "stamps online".
- at your local post office or campus mail room
- at some ATM (automated teller) machines
- at some pharmacies and supermarkets
- by mail
- retail mailing stores (you may have to pay a surcharge for stamps and to mail packages through the USPS)

### Sending Larger Packages

Sometimes, you may want to mail something that does not fit in an envelope or weighs more than 16oz, you will have to pay for additional postage. In this event, it is best to visit your local post office. They will weigh your package, and then they will tell you how much it will cost to send.



### **Where to mail your letter or package:**

**A Mail Box:** You may mail a letter or package under 16 oz. in a mailbox, a blue box found on many street corners around U.S. cities and towns. Each mail box should have pick up times clearly posted on top. When dropping in your letter, check to see it has gone down the chute.

Packages over 16 oz. placed in a mailbox will not be sent. Bring the package to the post office or retail mailing shop instead. The clerk will process it for you.

**The Post Office or Campus Mail Room:** In some cities, when you go to the Post Office, you must take a number and wait in line. Try to go as early in the morning as possible to avoid a long wait. Most post office branches open at 9:00a.m. and close at 5:00p.m. Monday through Saturday. Your University probably has a Post Office or Mail Room on Campus for your convenience.

### **What to do when you go on extended vacation:**

When you go on a long vacation, the Post Office will continue to deliver your mail. If your mailbox fills up, some of your letters might be returned to the sender and you will miss important information!

#### **Holding Mail**

If you will be out of town for two weeks or longer, ask someone you know and trust to pick up your mail for you. If you do not have anyone to ask, you can go to the Post Office in your town and place a Hold on your mail. You can place a hold on your mail online as well: <https://holdmail.usps.com/holdmail/> When you return from vacation, you must visit the Post Office in person to pick up your mail.

### **What to do when you move into a different house or apartment:**

When you move into a different house or apartment, you must do two things. You must arrange to forward your mail; this means mail sent to your old address will be redirected to arrive at your new house. You must also change your address on record at the Post Office so that the Postal Service knows where you live.

#### **Forwarding Mail**

If you are moving, be sure to make arrangements to have your mail forwarded by filling out a form at your local Post Office or Mail Room or by completing the information online at <https://www.usps.com/forward-mail/welcome.htm> For up to one year, the Post Office will help you by forwarding mail from your former address to your current one.

#### **Changing Your Address**

When you move, you must inform the Post Office of your new address. You can do this at your local Post Office or online at <https://moversguide.usps.com/icoa/icoa-main-flow.do?execution=e2s2>

**It is also VERY IMPORTANT for you to tell the Cultural Office that you have a new address. Please contact your advisor by email to give us any change in address, even if it is just an apartment number.**