

University Residences

Bellingham, Washington 98225-9195

Web Pages: [www.housing.wvu.edu](http://www.housing.wvu.edu) Phone: (360) 650-3537 Fax: (360) 650-6890

**To:** Out of State Students  
**From:** David Ruble, Guest and Conference Housing Manager  
**Subject:** Shipping

As you finalize your plans to move to Bellingham in September, please follow the directions below to ensure your belongings arrive both on-time and at the right location.

1. Please contact your mail carrier, whether it be UPS, US Mail, etc., regarding dimensions of the packages you will be able to ship.
2. Also ask your carrier of their preferences for packaging procedure (i.e., what types of tape are acceptable and what types are not, which packaging paper to use, etc.)
3. When labeling your package, please follow the example given below.
4. The student number that we ask you to include on your return address appears on all official Western Washington University documents and will begin with W+8 unique numbers (e.g. W0012345). The number should be located on any mailing label from Western Washington University in the upper right hand corner.

As a reminder, we wish to encourage you to plan to be without your shipments for a couple of days. **Opening Weekend, is very busy time, and we will NOT be able to connect you with your belongings until Monday, September 21st. Please contact us at 360-650-3537 once you arrive on campus if you have questions.**

Sample top of box:

Student's Name  
WWU Student Number  
Return Address

University Residences Warehouse  
Upper Loading Dock  
Attn.: Rob Hansen  
25<sup>th</sup> and Bill McDonald Parkway  
Bellingham, WA 98225-9120

Number of Boxes: (1 of 1, 2 of 2, etc)