



FIRST YEAR STUDENT PACKAGE & MAILING INSTRUCTIONS (2021)

Through Wednesday, August 25, all packages should be shipped to the UPS STORE. **This does NOT include letter mail which may be sent directly to the student's mailbox at any time.**

- DOWNLOAD THE SHIPPING LABEL PDF THAT IS LOCATED ON THE [NEW STUDENT HOUSING PAGE](#), OR AT: <https://info.risd.edu/mail-services/>
- ONE LABEL PER BOX / CARTON
- PLACE LABEL ON TOP OF CARTON TOWARD LOWER RIGHT CORNER
- TAPE OVER LABEL WITH CLEAR PLASTIC TAPE
- USE NEW BOXES ONLY
 - BOXES SHOULD NOT BE CRUSHED, TORN, OR OTHERWISE DAMAGED

*** On move in day, pick up for packages sent to the UPS STORE will be available for you to pick up in the RISD first year residential area**

To find any other UPS STORE, visit www.theupsstore.com or call (800) 789-4623

Shipping Recommendations:

- Packages should be no larger than 24"x24"x24" and should weigh no more than 70 pounds.
- Ship clothes, books, non-breakable items
- Electronics, computers, stereos be brought with the student to minimize cost and potential damage if not packaged properly
- TV's, refrigerators, microwaves can be purchased locally and will be more cost effective than if packaged and shipped from home
- **Bring shipping receipts with you** – if boxes are lost, we can help you track them down with this information
- The UPS Store can help you package and / or ship your belongings

*** After August 25, all packages should be shipped to the following address and MUST include the student's assigned box number which will be e-mailed via your RISD email in July:**

(FULL NAME)

Rhode Island School of Design
2 College Street, # **(BOX)**
Providence, RI 02903

*If you have any questions regarding how to send mail / packages to RISD, please
contact mail services email us at mailroom@risd.edu*
