



FIRST YEAR STUDENT PACKAGE & MAILING INSTRUCTIONS (2024)

Through Wednesday, August 21st, 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 RISD MAIL SERVICES PAGE 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, the packages sent to the UPS STORE will be available for students to pick up in the RISD first-year residential area. You will not need to go off campus to retrieve them.**

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
- Your local UPS Store can help you package and / or ship your belongings

*** After August 21st, 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
20 Washington Place, # **(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 or call 401-454-6319
