

**GLOBAL EDUCATION OFFICE
Mail Center Form**

It will be very hard to pick up your mail from your suite box when studying away. Therefore, the Mail Center will temporarily close your box while you are away.

Your mail will be forwarded to your MAILING ADDRESS in the address on file in MyPlymouth (<http://my.plymouth.edu/cp/home/loginf>). Go to: School Services, Banner Self Service, Personal Information.

Fill out the form below so the Mail Center knows you will be away. Submit this form to the Global Education Office at the Bagley House.

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I REQUEST THAT YOU FORWARD MY MAIL TO MY MAILING ADDRESS IN MYPLYMOUTH WHILE I AM STUDYING AWAY.

NAME _____

SEMESTER AWAY _____

HUB SUITE # _____

STUDENT ID # _____

SIGNATURE _____ DATE _____

