

CLOSE MAILBOX

**Fill this form out online using Adobe Acrobat Reader. Then print it, sign, and fax to:
(212) 854-7236 — attn Student Mail Services; or mail to
Student Mail Services, Barnard College, 3009 Broadway, New York, NY 10027-6598**

EFFECTIVE DATE

BOX #

I previously requested that my mailbox be kept open for the summer. I would now like to close my mailbox and have my mail forwarded, as of the effective date listed above.

PRINT NAME

SIGNATURE

Student Mail Staff: staple this card on top of white KEEP MAILBOX OPEN card; file in box # order.

CLOSED BY STAFF MEMBER (INITIALS)