

# Easy Address

Make sure your UBCO mail and packages get delivered

## Receiving mail

Sorting is done by department and building.  
All mail and packages require these 3 things...

- 1 Full Name of Recipient
- 2 UBC, Department Name
- 3 Building Street Address (Room numbers not required) Kelowna, BC V1V 1V7

**Personal items that are not for UBC should not be delivered to the university.**

For a list of UBCO building addresses and delivery room locations, visit the CRMS website.

## Sending mail

- Write your 3-digit mail code on your envelope or package.
- Your return address is the same as your mailing address.
- Need a courier? Visit the Central Receiving and Mail Services website for details.

Your department's  
3-digit mail code is:

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## Internal mail

Use the provided internal mail envelopes.

- 1 Full Name of Recipient
- 2 Department Name
- 3 Building Name or Acronym (Room numbers not required)

UBCO Internal Mail		
Central Receiving and Mail Services Monday - Friday, 8 a.m. to 3 p.m. 250.807.9105   3287 University Way <a href="http://campusmail.ok.ubc.ca">campusmail.ok.ubc.ca</a>		
1 FULL NAME OF RECIPIENT	2 DEPARTMENT NAME	3 BUILDING NAME OR ACRONYM (NO ROOM NUMBER REQUIRED)
FirstName LastName	School of Engineering	EME
Charles Darwin	Biology	SCI
Frida Kahlo	Creative Studies	CCS
Michael Scott	Human Resources	ADM



**Central Receiving and Mail Services**  
Monday - Friday, 8 a.m. to 3 p.m.  
250 807 9105  
LIB011 - 3287 University Way

[campusmail.ok.ubc.ca](http://campusmail.ok.ubc.ca)