

STUDENT MAIL AT THE UW ROME CENTER

RECEIVING MAIL

1. Student mail should be addressed as follows:

Student's Name
Program Name (ex: UW Art History, U of Oregon Arch., etc.)
c/o University of Washington Rome Center
Piazza del Biscione 95
00186 Rome, ITALY

2. Students should NOT have their billing addresses changed for credit card companies, banks, etc. It takes them too long to change the address again once the students have left Rome.

RECEIVING PACKAGES

Most packages will be delivered to the Rome Center. Students may occasionally be required to pick up packages at the nearby Package Branch of the Italian Post Office.

PLEASE NOTE THE FOLLOWING CAREFULLY!!!!!!!

1. If a high amount is declared (usually over \$40), students will be charged a correspondingly high customs charge (about 20% of value declared). Unless your shipment needs to be *INSURED*, you should advise friends and family to assign a *LOW* value on the customs form for all items being shipped to you.

2. NO MEDICATIONS, including over-the-counter medications and VITAMINS, should be sent. If these are detected (especially if listed on the customs declaration), the package will not be deliverable. If you urgently need prescription medications while in Rome, see the Rome Center for information on how these should be shipped.

RECEIVING EXPRESS COURIER ENVELOPES/POUCHES

1. Courier envelopes (Federal Express, Airborne Express, DHL, etc.) should be addressed as for mail (see above). If sent c/o of the UW Rome Center, we can sign for students' envelope delivery.

2. Include the Rome Center's phone number on the courier waybill (06-686-8807).

3. **See also notes above (Receiving Packages).**

ONCE THE PROGRAM IS OVER

1. Letters will be forwarded to students' department for 1 quarter only. After this, mail will be refused (returned to sender).

2. We try to refuse all packages once students have left Rome, but they may sometimes still be accepted by the building porter. Students should ask friends and family NOT to send packages during the last 3 to 4 weeks of their program. Unless other arrangements are made, we may have to discard packages received after program dates (especially large packages!).