International Mail

Before placing your international letter or package in your out-going mail:
  - Attach necessary Customs Form
  - Attach International Postage Charge Form
  - Ensure mail item displays a valid University return address
  - Keep separate from your out-going Domestic Mail

Customs forms can be completed online on the US Postal Services International Mail Webpage at: www.USPS.com/international. Print the completed customs form and attach to your parcel.

For assistance with International mailing requirements, contact The UPS Store at: store6801@theupsstore.com

Customs Forms Basic Guidelines

Detailed information regarding International Mailing is available on US Postal Service website www.usps.com/international, and USPS Postal Explorer. pe.usps.com

First Class Mail International
  All Letter-size and Flat-size items. Containing documents only
    - Under 16 oz – No customs form
    - 16oz or more, Less than $400 value – PS Form 2976
  All Items containing any goods, regardless of weight
    - Less than $400 value – PS Form 2976
    - Over $400 – Prohibited. Must be sent using Priority Mail International or Priority Mail Express International

You do not need a customs form if you are:
  - Sending First-Class Mail International

The envelope must:
  - Be less than 3/4 inch thick
  - Weigh less than 16oz
  - Contain only documents or letters

Priority Mail International
  All Values - PS Form 2976-A
  Mailed in USPS-produced Priority Mail International packaging or any other container bearing a Priority Mail sticker or marked with the words “Priority Mail” is within scope of this requirement

Priority Mail Express International
  All Values – PS Form 2976-B

Airmail M Bags
  - Less than $400 Value – PS Form 2976 affixed to PS Tag 158
  - Over $400 or over 66lbs - Prohibited

International Address Formats

Print complete address clearly in capital letters with a pen or permanent marker
Do not use commas or periods
City destination must appear in capital letters with the correct post code or zone number, if any
The last line of the address must show only the country name, in full (no abbreviations) in English, and in capital letters
  International Address Format Examples

MR THOMAS CLARK
117 RUSSELL DRIVE
LONDON W1P 6HQ
GREAT BRITAIN

MS CRISTINA CRUZ
APARTADO 3068
46807 PUERTO VALLARTA JALISCO
MEXICO