**Getting Settled in Chico**

**Your Address & the Post Office**

In the U.S., the proper way to write a mailing address uses the following format:

- Full Name
- Street Address
- City, State
- Postal Zip Code

**Within 10 days of moving to a new address, you must**

- Update your Online Student Portal Account
- Notify us in person in the Office of International Education (OIE), in SSC room 440 or send an email to oied@csuchico.edu
- Inform the US Post Office if you want your mail to be forwarded to a new address. This can be done online at [www.usps.gov](http://www.usps.gov) or in person at either of Chico’s Post Offices.

The International Student Advisors are required to inform the United States Customs and Immigration Service within 10 days of the change of address to maintain your student status.

**Post Office Boxes:** Many students find it convenient to receive most of their mail at the U.S. Post Office. The downtown Post Office is near the campus on W. 5th St. and Broadway. Boxes can be rented for approximately $50 per year.

**Mail:** You can buy postage stamps at the Wildcat AS Bookstore in the BMU, at the U.S. Post Office, or at most supermarkets. You can get information such as the cost of mailing a letter to your country by asking at the Post Office or by calling the Post Office at 1-800-ASK-USPS (1-800-275-8777).

At the University, letters with postage stamps on them may be mailed from the Customer Service desk in the BMU.