

Address Verification/Update Process for Summer Mail Forwarding

When you move-out of your residence hall for the summer, your mailing address will be used as your forwarding address for any USPS mail (ONLY) we receive for you. Housing will then forward all of the mail that is addressed to your old residence hall address to the mailing address you provide. Below are the instructions for providing us with your forwarding address:

1. Go to the web address: <http://my.bsu.edu>.
2. Log in using your Ball State e-mail username and password.
3. Click on the SSB – Self-Service Banner link.
4. Click on the Personal Information tab, then click on the Update Addresses and Phones link.
5. Verify that your mailing address for summer mail is correct. If it needs updated, click the red current text. The next web page will allow you to update your address. When you are finished, click the submit button to save the changes.

If you do not provide a mailing address when you move out of your residence hall, any mail that Housing receives for you will be forwarded to your home address.

Once you have moved out of your residence hall for the summer, please contact anyone that regularly sends you mail and notify them of your new address. The Post Office WILL NOT accept "change of address" forms for any addresses within the residence hall system at Ball State University.

Housing will follow the United States Postal Policies for mail forwarding:

1. Your first-class mail, and postcards, will be forwarded up to one year after you leave your residence hall.
2. The following items will not be forwarded: Bulk Rate, Not for Profit, 3rd Class, ANY package, and Catalogs. Packages will be returned to sender when possible (not all vendors will take returned packages; we will consider these abandoned property and you will be notified as such).
3. Magazines will only be forwarded for 60 days. Please contact your magazine company about your change in address if you will require your magazines to be forwarded after 60 days.

All students must update/change their address via mybsu.edu before they check out of the residence halls for the summer. If you have questions, please contact your resident assistant or hall director.