Always use your return address in the upper left hand corner. Remember it is a box number NOT a PO BOX. Use your department zip plus four.

No Handwritten Addresses

UNLV
Mail Center
Box 451045
4505 S Maryland Pkwy
Las Vegas, NV 89154-1045

MR ROGER WAGNER
1001 E SUNSET RD ROOM 135
LAS VEGAS NV 89199-9213

Foreign Mail needs to have the country spelled out in English
Use the correct Zip Code. If you know the Zip + 4 code, please use it.

Include the apartment or suite number here or on the line above. Not alone on the line directly above the city, state, zip.

It is street(ST)
Avenue (AVE)
Drive (DR)
Lane (LN)
Place (PL)
Road (RD)
Circle (CIR)
Court (CT)

Postage Affixed Here

From the bottom of the envelope up 2 7/8" should be clear of everything except the address.

This is the address area of an envelope. The attention line is always on top followed by the delivery address.

Remember for faster delivery time don’t use double spaces or punctuation in the mailing address. USE ALL UPPERCASE LETTERING.

HOW TO ADDRESS ENVELOPES COMPLETELY AND CORRECTLY