



UCF Postal Services

Zip+4 Routing Guide

Last Updated 25-March-2025

DEPARTMENT NAME	ZIP+4	PO BOX	Delivery Location
Academic Affairs/Provost/Faculty Affairs	0065	160065	4365 Andromeda Loop 331
Academic Program Quality	0022	160022	12424 Research Pkwy
Academic Services	0125	160125	4365 Andromeda Loop 161
Academic Services for Student Athletes	3554	163554	4582 N Orion Blvd
Accounting, Kenneth G. Dixon School of	1400	161400	12744 Pegasus Dr
Activity & Service fee Business Office	3230	163230	12715 Pegasus Dr
Administration & Finance Division	0020	160020	4365 Andromeda Loop 384
Advanced Transportation Systems Simulation	2450	162450	4328 Scorpius St 114
Advertising and Public Relations	1424	161424	12405 Aquarius Agora Dr
African American Studies	1996	161996	12796 Aquarius Agora Dr 320
Air Force ROTC	2380	162380	12650 Gemini Blvd N 221
Alumni Relations/Alumni Association	0046	160046	12676 Gemini Blvd N
Amazon	1007	161007	4225 East Plaza Dr
AMPAC - Advanced Materials Processing & Analysis	2455	162455	4328 Scorpius St 114
Anthropology	1361	161361	4297 Andromeda Loop 309
Arboretum	2368	162368	4110 Libra Dr 301
Arena, Addition Financial (OVG360)	1500	161500	12777 Gemini Blvd N
Army ROTC	3377	163377	12650 Gemini Blvd N 321
Arts and Humanities Dean's Office	1990	161990	12421 Aquarius Agora Dr
Arts and Humanities Student Advising (CAHSA)	1993	161993	12796 Aquarius Agora Dr 159
Athletic Training Program	2205	162205	12805 Pegasus Dr Dean's Office
Athletics - Football	3555	163555	4180 N Orion Blvd
Athletics - Mens Basketball	3555	163555	12793 Gemini Blvd N
Athletics Department	3555	163555	4192 N Orion Blvd
Autism & Related Disabilities, (CARD)	2202	162202	12424 Research Pkwy



UCF Postal Services

Zip+4 Routing Guide

Last Updated 25-March-2025

DEPARTMENT NAME	ZIP+4	PO BOX	Delivery Location
AVP and LGBT	3244	163244	12715 Pegasus Dr
Barnes and Noble East Plaza	1024	161024	4201 East Plaza Dr
Biology	2368	162368	4110 Libra Dr 301
Biomedical Sciences, Burnett School of	2364	162364	4110 Libra Dr 136
Biomolecular Research Annex	3227	163227	12722 Research Pkwy
Building Code Office	3499	163499	3528 Perseus Loop
Burnett Biomedical Sciences - Lake Nona	7407	167407	6900 Lake Nona Blvd
Burnett Honors College	1800	161800	12778 Aquarius Agora Dr
Business Administration Dean's Office	1991	161991	12744 Pegasus Dr
Business Administration, College of	1400	161400	12744 Pegasus Dr
Business Services	0055	160055	12795 Aquarius Agora Dr 106
Campus Ministries	3235	163235	4127 Pyxis Ln Bldg 7E 165
Card Services	0056	160056	12795 Aquarius Agora Dr 104
Career Planning and Academic Engagement Department	2019	162019	4123 Pictor Ln 3rd Floor
Career Services	0165	160165	4123 Pictor Ln 1st Floor
Cashiers Office	0115	160115	4365 Andromeda Loop 110
Cashiers Office, Contracts & Grants	0118	160118	4365 Andromeda Loop 110
Center For Behavior Health Research and Training, School of Social Work	3357	163357	12805 Pegasus Dr Dean's Office
Center for Community Schools	1251	161251	12443 Research Pkwy 402
Center For Distributed Learning - Digital Learning	2811	162811	12351 Research Pkwy 32826
Center For Distributed Learning- Partnership II	3271	163271	3100 Technology Pkwy
Center For Entrepreneurship & Innovation	1400	161400	12744 Pegasus Dr
Center for Success of Women Faculty	0955	160955	4365 Andromeda Loop 331
Central Stores	3630	163630	3540 Perseus Loop 108



UCF Postal Services

Zip+4 Routing Guide

Last Updated 25-March-2025

DEPARTMENT NAME	ZIP+4	PO BOX	Delivery Location
Chemistry	2366	162366	4111 Libra Dr 255
Chick-Fil-A	1115	161115	12795 Aquarius Agora Dr 115
Civil, Environmental & Construction Engineering	2450	162450	4328 Scorpius St 114
College of Education	1250	161250	12494 University Blvd
College of Engineering & Technology	2450	162450	4328 Scorpius St 114
College of Medicine	0116	160116	6850 Lake Nona Blvd
College of Nursing	2210	162210	12201 Research Pkwy 300
College of Science / Academic Services (COSAS)	3161	163161	12716 Pegasus Dr 201
College of Sciences Dean's Office	1997	161997	12716 Pegasus Dr 201
College Optical Express	3250	163250	12715 Pegasus Dr
Communication Disorders Clinic	3269	163269	3280 Progress Dr 500
Communication Sciences and Disorders	2215	162215	12805 Pegasus Dr Dean's Office
Compliance & Ethics	0001	160001	4365 Andromeda Loop 308
Computer Store & PC Service Center	2300	162300	12710 Pegasus Dr 110
Computer Vision, Research Center for	2365	162365	4328 Scorpius St 245
Continuing Education, Division of	0950	160950	12351 Research Pkwy 32826
Convocation Corporation	1500	161500	12777 Gemini Blvd N
Counseling and Psychological Services (CAPS)	3170	163170	4090 Libra Dr
Creative School for Children	3546	163546	12852 Gemini Blvd S
Credit Union, Addition Financial	2110	162110	12795 Aquarius Agora Dr 107
CREOL - College of Optics & Photonics	2700	162700	4304 Scorpius St
Criminal Justice Department	1600	161600	12805 Pegasus Dr Dean's Office
Defense Transition Services	0012	160012	12424 Research Pkwy
DeVoss Sport Business Management	1400	161400	12744 Pegasus Dr
Dining Services	3222	163222	P/U



UCF Postal Services

Zip+4 Routing Guide

Last Updated 25-March-2025

DEPARTMENT NAME	ZIP+4	PO BOX	Delivery Location
Diversity Initiatives	0031	160031	12701 Scholarship Dr 102
Dominos Pizza	1114	161114	12795 Aquarius Agora Dr 114
Downtown: Campus Administration	0350	160350	500 W Livingston Dr Warehouse
Downtown: Card Services	2056	162056	500 W Livingston Dr Warehouse
Downtown: College of Community Innovation and Education Dean's Office	1200	161200	500 W Livingston Dr Warehouse
Downtown: Communication and Media	3122	163122	500 W Livingston Dr Warehouse
Downtown: CREATE (Expo Center)	3124	163124	500 W Livingston Dr Warehouse
Downtown: Facilities Management	3850	163850	500 W Livingston Dr Warehouse
Downtown: Faculty Development	2100	162100	500 W Livingston Dr Warehouse
Downtown: First Stop (Student Services)	3985	163985	500 W Livingston Dr Warehouse
Downtown: Florida Interactive Entertainment Academy (FIEA)	3123	163123	500 W Livingston Dr Warehouse
Downtown: Flying Horse Editions	1380	161380	500 W Livingston Dr Warehouse
Downtown: Games & Interactive Media	3121	163121	500 W Livingston Dr Warehouse
Downtown: Graduate Programs (Office of), College of Business	1404	161404	500 W Livingston Dr Warehouse
Downtown: Health Management and Informatics	2225	162225	500 W Livingston Dr Warehouse
Downtown: Human Communication	1444	161444	500 W Livingston Dr Warehouse
Downtown: Legal Studies Department	1602	161602	500 W Livingston Dr Warehouse
Downtown: Library	2240	162240	500 W Livingston Dr Warehouse
Downtown: Parking and Transportation Services	2551	162551	500 W Livingston Dr Warehouse



UCF Postal Services

Zip+4 Routing Guide

Last Updated 25-March-2025

DEPARTMENT NAME	ZIP+4	PO BOX	Delivery Location
Downtown: Public Administration	1395	161395	500 W Livingston Dr Warehouse
Downtown: Public Affairs, Doctoral Program	3680	163680	500 W Livingston Dr Warehouse
Downtown: Student Success Center at UnionWest	3995	163995	500 W Livingston Dr Warehouse
Downtown: Technical Services	2550	162550	500 W Livingston Dr Warehouse
Downtown: UCF Bookstore	3444	163444	500 W Livingston Dr Warehouse
Downtown: UCF Police and Public Safety	3890	163890	500 W Livingston Dr Warehouse
East Europe Linkage Institute	3105	163105	4356 Scorpius St
Economics Department	1400	161400	12744 Pegasus Dr
Electrical Engineering & Computer Science (EECS)	2362	162362	4328 Scorpius St 346
Emergency Management, Office of	3480	163480	3504 Perseus Loop
Engineering & Computer Science (CECS)	2993	162993	4328 Scorpius St 114
Engineering & Computer Science Dean's Office	2993	162993	4328 Scorpius St 114
English	1346	161346	12796 Aquarius Agora Dr 250
Environmental Health & Safety	3500	163500	3512 Perseus Loop
Experiential Learning (Co-Op, Internships, Service Learning)	1700	161700	4123 Pictor Ln 3rd Floor
F&BO Business Office	3640	163640	3528 Perseus Loop
F&BO Human Resources	3677	163677	3528 Perseus Loop
F&BO VP Office	3631	163631	3528 Perseus Loop
Facilities Operations Administration	3664	163664	3528 Perseus Loop
Facilities Operations Housekeeping & Recycling	3660	163660	3528 Perseus Loop
Facilities Operations Housing Housekeeping & Maintenance	3670	163670	3528 Perseus Loop
Facilities Operations Maintenance	3560	163560	3528 Perseus Loop



UCF Postal Services

Zip+4 Routing Guide

Last Updated 25-March-2025

DEPARTMENT NAME	ZIP+4	PO BOX	Delivery Location
Facilities Resource Center	3600	163600	3528 Perseus Loop
Faculty Center for Teaching & Learning	0066	160066	12601 Aquarius Agora Dr 207
Faculty Multimedia Center	0067	160067	12601 Aquarius Agora Dr 202
Faculty Senate Office	0070	160070	4297 Andromeda Loop 207
Fairwinds Credit Union	1105	161105	12795 Aquarius Agora Dr 105
Film and Mass Media	1414	161414	12405 Aquarius Agora Dr
Finance and Accounting	0975	160975	12424 Research Pkwy 300
Finance Department, P. Phillips School of Real Estate	1400	161400	12744 Pegasus Dr
First Year Experience	3240	163240	4297 Andromeda Loop 216
Florida Consortium of Metropolitan Research Universities	0009	160009	12201 Research Pkwy 101
Florida Space Grant Consortium	0650	160650	12354 Research Pkwy 214/218
Florida Space Institute (FSI)	0650	160650	12354 Research Pkwy 214/218
Foundation Inc.	0045	160045	12424 Research Pkwy 140/250
Foundation Payments	0119	160119	4365 Andromeda Loop 110
General Counsel	0015	160015	4365 Andromeda Loop 360
Global Perspectives	0003	160003	12815 Scholarship Dr
GP 4100 Fraternity & Sorority Life/Greek Council	0157	160157	4100 Greek Park Drive
GP 4101 Alpha Xi Delta	1610	161610	Cluster Box Unit in front of 4220 Greek Park Drive
GP 4144 Chi Omega	0144	160144	Cluster Box Unit in front of 4220 Greek Park Drive
GP 4176 Kappa Kappa Gamma	1640	161640	Cluster Box Unit in front of 4220 Greek Park Drive
GP 4202 Zeta Tau Alpha	1630	161630	Cluster Box Unit in front of 4220 Greek Park Drive



UCF Postal Services

Zip+4 Routing Guide

Last Updated 25-March-2025

DEPARTMENT NAME	ZIP+4	PO BOX	Delivery Location
GP 4207 Alpha Delta Pi	1650	161650	Cluster Box Unit in front of 4220 Greek Park Drive
GP 4220 Delta Delta Delta	1670	161670	Cluster Box Unit in front of 4220 Greek Park Drive
GP 4303 Kappa Delta	1690	161690	Cluster Box Unit in front of 4220 Greek Park Drive
GP 4304 Pi Beta Phi	1710	161710	Cluster Box Unit in front of 4220 Greek Park Drive
GP 4321 Alpha Epsilon Phi	1750	161750	Cluster Box Unit in front of 4220 Greek Park Drive
GP 4322 Kappa Sigma	1751	161751	Cluster Box Unit in front of 4220 Greek Park Drive
GP 4400 Kappa Alpha Theta	1760	161760	Cluster Box Unit in front of 4220 Greek Park Drive
GP 4418 Sigma Chi	1770	161770	Cluster Box Unit in front of 4220 Greek Park Drive
GP 4419 Alpha Tau Omega	1790	161790	Cluster Box Unit in front of 4220 Greek Park Drive
Graduate Studies, College of	0112	160112	12796 Aquarius Agora Dr 205A
Health and Public Affairs	2200	162200	12805 Pegasus Dr Dean's Office
Health Professions and Sciences Dean's Office	2994	162994	12805 Pegasus Dr Dean's Office
Health Sciences	2205	162205	12805 Pegasus Dr Dean's Office
History	1350	161350	12796 Aquarius Agora Dr 320
Hospitality Management - Rosen College	1450	161450	9907 Universal Blvd
Hospitality Management - Rosen College (UCF Main Campus)	2000	162000	12601 Aquarius Agora Dr 302
Hospitality Management Library - Rosen College	1450	161450	9907 Universal Blvd Library
Housing and Residence Life	3222	163222	P/U
Human Resources Department (Central HR)	0140	160140	12201 Research Pkwy 2nd Floor



UCF Postal Services

Zip+4 Routing Guide

Last Updated 25-March-2025

DEPARTMENT NAME	ZIP+4	PO BOX	Delivery Location
Inclusive Education Services	3661	163661	4151 Pyxis Ln Bldg 7C 155
India Center, The	1356	161356	4297 Andromeda Loop 302
Industrial Engineering & Management Systems (IEMS)	2993	162993	4328 Scorpius St 114
Information Security Office	2500	162500	12443 Research Pkwy 202
Information Technologies and Resources	2800	162800	4365 Andromeda Loop 331
Inspector General / University Audit	0080	160080	12424 Research Pkwy
Institute For Simulation & Training	0544	160544	3100 Technology Pkwy
Institutional Knowledge Management	0021	160021	12424 Research Pkwy
Instructional Resources, Office of (OIR)	2191	162191	12601 Aquarius Agora Dr 203
Interdisciplinary Studies	1998	161998	12796 Aquarius Agora Dr 239
Intramural Sports	3548	163548	12800 Gemini Blvd S 204
ITR / Business Center	0545	160545	3100 Technology Pkwy
Judaic Studies	1992	161992	12796 Aquarius Agora Dr 320
Knights Major Exploration and Transition Center	0170	160170	12796 Aquarius Agora Dr 133
Lake Nona Cancer Center	1050	161050	6400 Sanger Road
Landscape and Natural Resources	3556	163556	3528 Perseus Loop
Latin American, Caribbean and Latino Studies	1999	161999	12796 Aquarius Agora Dr 358A
Lead Scholars Program	0126	160126	4127 Pyxis Ln Bldg 7E 165
Library (Inter Library Transfers)	2440	162440	12701 Pegasus Dr
Library, John C. Hitt	2666	162666	12701 Pegasus Dr
Limbitless Solutions	3228	163228	12703 Research Pkwy 100
Loans and Collections	0115	160115	4365 Andromeda Loop 110
Lou Frey Institute	3356	163356	4297 Andromeda Loop 102
Management, Department of	1400	161400	12744 Pegasus Dr
Marriage and Family Research Center	3262	163262	12649 Triangulum Ct



UCF Postal Services

Zip+4 Routing Guide

Last Updated 25-March-2025

DEPARTMENT NAME	ZIP+4	PO BOX	Delivery Location
Mathematics	1364	161364	4393 Andromeda Loop N
McNair Scholars	2001	162001	4123 Pictor Ln 1st Floor
Modern Language & Literatures	1348	161348	12796 Aquarius Agora Dr 358A
Molecular & Microbiology	2360	162360	4364 Scorpius St 335
Morgridge International Reading Center	1250	161250	12494 University Blvd
Multicultural Academic & Support Services	0135	160135	12715 Pegasus Dr
Multilingual Multicultural Studies, Center for (CMMS)	3177	163177	4356 Scorpius St
Nanoscience Technology Center	3252	163252	12424 Research Pkwy
National Center For Forensic Science	2367	162367	12354 Research Pkwy 225
National Consortium Academic Services	3557	163557	12744 Pegasus Dr
National Entrepreneur Center (SBDC)	1530	161530	3201 E Colonial Dr
Nicholson School of Communication and Media Dean's Office	1344	161344	12405 Aquarius Agora Dr
Off Campus Student Svcs (Student- Neighbor Relations)	3225	163225	4365 Andromeda Loop 282
Office of Data and Strategic Programs	0158	160158	12796 Aquarius Agora Dr 205
Office of Enterprise Risk and Insurance/Risk Management	3400	163400	4365 Andromeda Loop 341
Office of Graduate Student Life	0211	160211	12796 Aquarius Agora Dr 213
Office of Institutional Equity	0030	160030	12701 Scholarship Dr 101
Ombudsman	0005	160005	4365 Andromeda Loop 243
Operational Excellence & Assessment	3207	163207	12424 Research Pkwy
Orlando Business Development Center	0525	160525	3218 E Colonial Dr
Parking Services & Transportation Services	3551	163551	4000 Central Florida Blvd
Pegasus Health Clinic	1492	161492	3400 Quadrangle Blvd 32817
Performing Arts, School of (Music)	1354	161354	12488 Centaurus Blvd Bldg 119M M203



UCF Postal Services

Zip+4 Routing Guide

Last Updated 25-March-2025

DEPARTMENT NAME	ZIP+4	PO BOX	Delivery Location
Philosophy	1352	161352	4111 Pictor Ln 220
Physical Therapy, Division of	2205	162205	12805 Pegasus Dr Dean's Office
Physics	2385	162385	4111 Libra Dr 430
Planning, Design & Construction	3020	163020	3528 Perseus Loop
Police/Campus Security	3550	163550	3610 Libra Dr
Politics, Security, and International Affairs, School of	1356	161356	4297 Andromeda Loop 302
Pre-Health and Pre-Law Advising	0166	160166	4123 Pictor Ln 2nd Floor
Presidents Office	0002	160002	4365 Andromeda Loop 308
Prince Mohammad Bin Fahd Program for Strategic Research and Studies	1356	161356	4297 Andromeda Loop 302
Printing Services	1150	161150	532 S Econ Circle 100
Procurement Services (UCF Purchasing Department)	0975	160975	12424 Research Pkwy 300
Psychology	1390	161390	4111 Pictor Ln 301R/320
Puerto Rico Research Hub	0029	160029	12815 Scholarship Dr
Real Estate Office	3570	163570	3528 Perseus Loop
Recreation and Wellness Center	3548	163548	12800 Gemini Blvd S 204
Registrar's Office	0114	160114	4365 Andromeda Loop 161
Research One	0120	160120	4353 Scorpius St
Research Park Management Office, Central Florida	0100	160100	12424 Research Pkwy
Research, Office of (ORC)	0150	160150	12201 Research Pkwy 501
Revamp Barber Shop	1110	161110	12795 Aquarius Agora Dr
School of Visual Arts and Design	1342	161342	12400 Aquarius Agora Dr
Siemens Energy Center	2460	162460	P/U
SK8 Skateboard and Sports	1109	161109	12795 Aquarius Agora Dr 106
Social Justice & Advocacy (SJA), Office of	3260	163260	12715 Pegasus Dr
Social Work	3358	163358	12805 Pegasus Dr Dean's Office



UCF Postal Services

Zip+4 Routing Guide

Last Updated 25-March-2025

DEPARTMENT NAME	ZIP+4	PO BOX	Delivery Location
Social Work Online Program (Research Park)	3359	163359	12354 Research Pkwy 102
Sociology	1360	161360	4297 Andromeda Loop 403
Space Administration	2801	162801	4365 Andromeda Loop 331
Statistics	2370	162370	12710 Pegasus Dr 212
Student Academic Resource Center (SARC)	3115	163115	12796 Aquarius Agora Dr 117
Student Accessibility Services	0161	160161	4139 Pyxis Ln Bldg 7F 185
Student Accounts	0115	160115	4365 Andromeda Loop 110
Student Care Services	3662	163662	4145 Pyxis Ln Bldg 203
Student Conduct and Academic Integrity	3655	163655	4145 Pyxis Ln Bldg 196
Student Financial Assistance (Financial Aid)	0113	160113	4365 Andromeda Loop 107
Student Government	3230	163230	12715 Pegasus Dr
Student Health Services	3333	163333	4098 Libra Dr
Student Involvement	3245	163245	12715 Pegasus Dr
Student Leadership Development	0163	160163	4127 Pyxis Ln Bldg 7E 165
Student Legal Services	3650	163650	12715 Pegasus Dr
Student Success and Well-Being (Student Development and Enrollment Services)	0160	160160	4365 Andromeda Loop 282
Student Success Initiatives	1910	161910	4365 Andromeda Loop 282
Student Union	3250	163250	12715 Pegasus Dr
Tech Commons II	2301	162301	12710 Pegasus Dr 110
Technology Incubator UCF	1531	161531	3259 Progress Dr
Telecommunications	2195	162195	12443 Research Pkwy 202
Texts and Technology	1236	161236	12796 Aquarius Agora Dr 236
The Office of Academic Advocacy	1915	161915	12796 Aquarius Agora Dr 133
The Spot (Student Copy Center)	2443	162443	12795 Aquarius Agora Dr 106



UCF Postal Services

Zip+4 Routing Guide

Last Updated 25-March-2025

DEPARTMENT NAME	ZIP+4	PO BOX	Delivery Location
Theater	2372	162372	12488 Centaurus Blvd Bldg 119T Level 2 Reception
Toni Jennings Exceptional Education Institute	1249	161249	4221 Andromeda Loop 103
Transfer Center - Transfer Connect	1830	161830	12796 Aquarius Agora Dr 215
Tutoring & Learning Assistance	3115	163115	12796 Aquarius Agora Dr 117
UCF Abroad (Study Abroad)	0131	160131	12716 Pegasus Dr Suite 300
UCF Bookstore	2444	162444	12795 Aquarius Agora Dr 101
UCF Connect	0060	160060	12201 Research Pkwy 101
UCF Global (International Services)	0130	160130	12716 Pegasus Dr Suite 300
UCF Health (Tavistock Lakes Blvd)	0117	160117	9975 Tavistock Lakes Blvd
UCF IT	2500	162500	12443 Research Pkwy 202
UCF Lake Nona Medical Center	1020	161020	6718 Lake Nona Blvd
UCF Marketing	0090	160090	12443 Research Pkwy 301
UCF Postal Services	2777	162777	3540 Perseus Loop 103
UCF RESTORES	1391	161391	4111 Pictor Ln 203
Undergraduate Admissions	0111	160111	12585 Gemini Blvd S
Undergraduate Research	1906	161906	4123 Pictor Ln 2nd Floor
Undergraduate Studies	0086	160086	4365 Andromeda Loop 210
University Analysis and Planning Support	3207	163207	12424 Research Pkwy
University Economic Development	3257	163257	12424 Research Pkwy
University Relations	0040	160040	4365 Andromeda Loop 308
University Testing Center	3117	163117	4297 Andromeda Loop 106
Upward Bound Program	1920	161920	4297 Andromeda Loop 208
Utilities & Energy Services	3644	163644	3528 Perseus Loop
Veterans Academic Resource Center (VARC)	3505	163505	4202 East Plaza Dr
Victim Services	3501	163501	3610 Libra Dr



UCF Postal Services

Zip+4 Routing Guide

Last Updated 25-March-2025

DEPARTMENT NAME	ZIP+4	PO BOX	Delivery Location
Wellness Professional Programs	3549	163549	12800 Gemini Blvd S 111
Winter Springs Business Incubator UCF	0875	160875	1511 E State Rd 434 2001
Women's Studies Program	1994	161994	12796 Aquarius Agora Dr 348
Writing and Rhetoric Department	1345	161345	12796 Aquarius Agora Dr 165
Writing Center	1347	161347	12796 Aquarius Agora Dr 109
WUCF FM 89.9 Radio station	2199	162199	12461 Research Pkwy 550
WUCF TV - Television Services	2198	162198	12461 Research Pkwy 550

PROPER ADDRESSING FOR USPS MAIL

EMPLOYEE NAME
DEPARTMENT NAME
UNIVERSITY OF CENTRAL FLORIDA
PO BOX 16xxxx
ORLANDO, FL 32816-xxxx

EXAMPLE ADDRESSING FOR USPS MAIL

JANE SAMPLE
POSTAL SERVICES
UNIVERSITY OF CENTRAL FLORIDA
PO BOX 162777
ORLANDO, FL 32816-2777

**PLEASE DO NOT USE BUILDING NAMES
OR STREET ADDRESSES FOR USPS MAIL**