

International Mail

International mail is mailing to a location outside of the USA.

International Mail Process:

- Please place International mail in a separate interoffice envelope, write 'Foreign Country Mail', and paperclip to interoffice mail.
- Enter address in upper-case.
- Please do not underline, use punctuation or '#' symbol in international address.
- Please include full name of foreign country.
- You may locate a list of countries on US Department of State's website at:
www.state.gov/misc/list/index.htm#top