



FIRST YEAR STUDENT PACKAGE & MAILING INSTRUCTIONS (2026)

Through Thursday, August 27th, all packages should be shipped to the UPS STORE. **This does NOT include letter mail which may be sent directly to the student's mailbox at any time.**

- DOWNLOAD THE SHIPPING LABEL PDF THAT IS LOCATED ON THE RISD MAIL SERVICES PAGE AT:
<https://students.risd.edu/mail-and-receiving-services#accordion-section--18032>
- ONE LABEL PER BOX / CARTON
- PLACE LABEL ON TOP OF CARTON TOWARD LOWER RIGHT CORNER
- TAPE OVER LABEL WITH CLEAR PLASTIC TAPE
- USE NEW BOXES ONLY
 - BOXES SHOULD NOT BE CRUSHED, TORN, OR OTHERWISE DAMAGED

*** On move in day, the packages sent to the UPS STORE will be available for students to pick up in the RISD first-year residential area. You will not need to go off campus to retrieve them.**

Shipping Recommendations:

- Packages should be no larger than 24"x24"x24" and should weigh no more than 70 pounds.
- Ship clothes, books, non-breakable items
- Electronics, computers, stereos be brought with the student to minimize cost and potential damage if not packaged properly
- TV's, refrigerators, microwaves can be purchased locally and will be more cost effective than if packaged and shipped from home
- **Bring shipping receipts with you** – if boxes are lost, we can help you track them down with this information
- Your local UPS Store can help you package and / or ship your belongings

*** After August 27st, all packages should be shipped to the following address and MUST include the student's assigned box number which will be e-mailed via your RISD email by August 4th:**

(FULL NAME)

Rhode Island School of Design
20 Washington Place, # **(BOX)**
Providence, RI 02903

If you have any questions regarding how to send mail / packages to RISD, please contact Mail Services. Email us at mailroom@risd.edu or call 401-454-6319
