

INTERNATIONAL MAIL

I. REFERENCES

- A. Business and Finance Bulletin (B&FB)
BUS-65 Guidelines for University Mail Services
- B. U.S. Postal Service Publication, "International Mail Manual"

II. RELATED POLICIES

UCSD Policy and Procedure Manual (PPM)

553-2 Mail Services

553-4 Domestic Mail

III. POLICY

A. Definition

International Mail is that which is transmitted to points other than the United States, its territories, and possessions.

B. Services

The Mail Services acts as a liaison between the campus community and the U.S. Postal Service, providing a full range of international mail services for departments and University-related and registered student organizations, and co-sponsored activities.

IV. PROCEDURES

A. Minimum Dimensions

The address surface size must be 3 1/2 x 5 1/2 inches and at least .007 inches thick. Items which do not meet the minimum size must be attached securely to a card of the minimum size which bears the address.

B. Preparation of Mail

1. Envelopes and parcels should be clearly addressed or labeled with the name, address, and Country Code of the addressee. The recharge number must appear in the upper right corner. Mail cannot be processed without this information on the envelope. The name, mail code, and full address of the sender should be placed in the upper left corner. The type of service desired should be written or stamped in a prominent place on the front of the envelope or parcel, or marked on the addressing label.
2. Addresses must be complete and the country written in English. The upper right corner should be reserved for the recharge number, postage, service labels and notations. Only one address is acceptable.

3. There are certain requirements for International Mail which may vary from country to country and include customs declaration, weight, size, wrapping, sealed and unsealed mail. Contact Mail Services regarding specific regulations for each country.

C. Rates

The applicable U.S. Postal Service rate will be applied in each class. Departments are recharged monthly for the amount of their postage, plus a 22.5% surcharge.

D. Classes

1. First Class (Surface)/Par Avion (Air)

- a. Definition

First Class mail may be sent either by "Par Avion" (air mail), or by surface transportation "First Class." Please specify whether "Par Avion" (air) or "First" (surface) transportation is desired.

- b. Delivery Time

Par Avion is delivered in 5 to 7 days. First Class takes 6 to 8 weeks for delivery.

- c. Weight/Size Limits

The weight limit for first class and Par Avion mail is 4 pounds to all countries except Canada, which allows 66 pounds. Size limits are according to country. Consult Mail Services for information.

- d. Customs Forms

Post Office form 2976 is required on all First Class and Par Avion Mail over 16 oz. Forms 2976-A and 2976-E are required for all parcels. These forms are available from Mail Services.

- e. Sealing

All outgoing mail which is stamped or prepaid mail should be sealed by the originating office.

Clasp type envelopes should be sealed by the sender.

- f. Window Envelopes

Open panel envelopes (window envelopes not covered with a transparent material) are not acceptable when using international mail service.

2. Global Priority Mail

Mail Services offers an expedited international mail service called "Global Priority Mail" through the U.S. Postal Service. This service is for correspondence and packages that are extremely important but not urgent. This type of mail travels in the same mailstream as Express Mail. The only difference is that the tracking stops at the entry point of each country. The weight limit is four (4) pounds. Items can be mailed to the following 35 countries only:

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WESTERN EUROPE		PACIFIC RIM	NORTH AMERICA	SOUTH AMERICA	MIDDLE EAST
Austria	Ireland	Australia	Canada	Brazil *1	Israel *2
Belgium	Liechtenstein	China *3	Mexico *4	Chile *5	Saudi Arabia *6
Denmark	Luxembourg	Hong Kong			
Finland	Monaco	Japan			
France	Norway	New Zealand			
Germany	The Netherlands	Philippines			
Iceland	Portugal	Singapore			
	Spain	South Korea			
	Sweden	Taiwan			
	Switzerland	Thailand			
	United Kingdom *7	Vietnam			

- *1. Destinations in Brazil are limited to Sao Paulo and Rio de Janeiro only.
- *2. Destinations in Israel are limited to Jerusalem, Tel Aviv, and Haifa only.
- *3. Destinations in China are limited to Beijing, Chongqing, Dalian, Guangzhou, Nanjing, Qingdao, Shanghai, Shenyang, Shenzhen, Suzhou, Tianjin, Wuhan, Wuxi, Xiamen, Xian, and Zhuhai only.
- *4. Destinations in Mexico are limited to Guadalajara, Mexico City and Monterrey only.
- *5. Destinations in Chile are limited to Santiago, Valparaiso, and Vina del Mar only.
- *6. Destinations in Saudi Arabia are limited to Dammam, Jeddah, and Riyadh only.
- *7. Includes: England, Scotland, Wales, Northern Ireland, Guernsey, Jersey, and the Isle of Man.

Although there is no guarantee, the U.S. Postal Service is declaring an average delivery time of 3.75 days for this service. If you use USPS Flat Rate supplied envelopes (holds up to 4 lbs.) for Global Priority Mail, Postate Rates for Canada and Mexico for a ASmall@ is \$4.00; ALarge@ is \$7.00. Postage Rates for all other countries for a ASmall@ is \$5.00; ALarge@ is \$9.00.

3. Post Cards

a. Delivery Time

Par Avion is delivered in 5 to 7 days. Surface mail takes 6 to 8 weeks for delivery.

b. Weight/Size Limit

Maximum size C6 x 4 1/2 inches

Minimum size C5 1/2 x 3 1/2 inches

c. Thickness C minimum .007 inches
C maximum .0095 inches

4. Expedited (Express) Mail

a. Definition

Foreign Express (B Label) mail is available to designated countries. Service to certain countries is limited.

b. Delivery Time

Estimated delivery time is 2-3 days, but there is no guarantee to foreign countries.

c. Weight/Size Limits

Postage rates are based on (1) weight of the item in pound increments and (2) country of destination. Call Mail Services for information on weight and size limitations.

d. Customs Forms

All packages require either custom tags or "Business Papers" written on the piece of mail. Consult with Mail Services prior to mailing.

5. Printed Matter (Surface)/Par Avion (Air)

a. Definition

This class of mail applies to printed material; it cannot contain personal correspondence. Printed matter is paper on which letters, words, characters, figures or images, or any combination thereof, not having the character of actual or personal correspondence, have been reproduced in several identical copies by any process other than handwriting or typewriting. In addition, manuscripts of literary works or of newspapers and scores or sheets of music in manuscript are admitted as "Printed Matter."

Items not acceptable as "Printed Matter": Articles of stationery, stamps of various kinds, whether used or not, framed photographs and certificates, photographic negatives and slides, films, playing cards.

b. Delivery Time

Air printed matter delivery is normally 2 weeks. Surface printed matter takes 6-8 weeks. Please specify whether air or surface transportation is desired.

c. Weight/Size Limits

Weight is limited to 4 pounds, except to some Central and South American countries, Mexico and Spain, which have a 22 pound limit. Consult Mail Services regarding specific limits for each country.

(1) For articles not in roll form:

Maximum length - 24 inches

Maximum - 36 inches combined length plus girth

Minimum - One surface must measure at least
5 1/2 x 3 1/2 inches

(2) For articles in roll form:

Minimum length - 4 inches
The length plus twice diameter must be no less than 6 3/4 inches

Maximum length - 36 inches
The length plus twice diameter must not exceed 42 inches

d. Customs Forms

No customs forms are required. ``Printed Matter" or ``Par Avion Printed Matter" must be marked.

e. Sealing

Materials sent as printed matter may be sealed if postage is paid by pre-canceled stamps, permit imprints, meter stamps, or second-class indicia.

f. Direct Sacks

Customers mailing printed matter in quantities of 15 pounds to 66 pounds, to one addressee may, under certain conditions, enclose such matter in mail sacks addressed directly to the addressee. Consult Mail Services for further details.

6. Small Packets (Surface)/Par Avion (Air)

a. Definition

Small packets provide a class of postal union mail for small items of merchandise and samples. Philatelic items may be mailed under the small packet classification only to Canada. The postage rates are lower than those for letter packages or parcel post.

b. Delivery Time - Air (normally 2 weeks)
Surface (6 - 8 weeks)

c. Weight/Size Limits

Maximum of 1 - 4 pounds.

Call Mail Services for weight limits. Minimum and maximum dimensions are the same as listed in 4.c.1. & 2. above.

d. Sealing

Materials sent as printed matter may be sealed if postage is paid by pre-canceled stamps, permit imprints, meter stamps, or second-class indicia.

7. Books and Sheet Music

a. Definition

(1) Books (including books issued to supplement other books) that have eight or more printed pages; consist wholly of reading matter or scholarly bibliography, or reading matter with incidental blank spaces for notations, or any combination thereof; contain no advertising matter other than incidental announcements of books, in the form of book pages, and other bound and loose enclosures that are permissible under the provisions of International Mail Manua (IMM) 241.5.

(2) Printed sheet music.

b. Delivery Time

The delivery time for Par Avion Book is approximately 2 weeks. Surface book delivery time is 4C6 weeks. Please specify whether Par Avion book, or Book Surface transportation is desired.

c. Weight/Size Limits

The weight limit is 11 pounds except to some Central and South American countries, Mexico and Spain which have a 22 pound limit. Consult Mail Services regarding specific limits for each country.

d. Customs Forms

No customs forms are required. ``Book" or ``Par Avion Book" must be marked.

e. Sealing

Materials sent as printed matter may be sealed if postage is paid by pre-canceled stamps, permit imprints, meter stamps, or second-class indicia.

f. Direct Sacks

Customers mailing either printed matter or books (they cannot be combined) in quantities of 15 pounds to 66 pounds, to one addressee may, under certain conditions, enclose such matter in mail sacks addressed directly to the addressee. Consult Mail Services for regulations, preparation, and custom tag requirements.

8. Parcel Post (Surface)/Par Avion (Air)
 - a. Definition

This class applies to all material except personal correspondence and certain dangerous items (consult Mail Service). It can be used for sealed items and for material which has exceeded the weight limit of other classes. Call Mail Services for country prohibitions and restrictions.
 - b. Delivery Time

The delivery time for Par Avion Parcel Post is approximately 2 weeks. Surface Parcel Post delivery time is 6-8 weeks. Please specify whether air or surface transportation is desired for parcel post.
 - c. Weight/Size Limits

The limits on weight and size in this class depend on the country of destination. Consult Mail Services for details.
 - d. Customs Forms

Customs forms are required by all countries. Mail Services will furnish forms and advise departments as to their use.
 - e. Sealing

All parcels must be sealed. The seal must be sufficient to allow detection of tampering.
9. Non-Mailable Matter
 - a. Definition

A variety of materials are restricted from mailing by the U.S. Postal Service. The main non-mailable categories are those that are harmful, dangerous, or offensive to human beings or other mail. Under certain provisions and by special arrangement, items in some of the foregoing categories can be mailed. Items such as radioactive materials and dry ice are under special regulations. Contact Mail Services for specific information. The mailing of fraudulent or illegal matter, i.e., chain letters is prohibited.
10. Special Services
 - a. Registered

Check with Mail Services for availability to country. You can only register Postal Union Mail (not Parcel Post). All seams must be sealed with paper tape and any filament or cellophane tape must be covered with paper tape. Jiffy envelopes or padded envelopes are acceptable.
 - b. Certified

No services to foreign countries.
 - c. Certificate of Mailing

Certificate of Mailing is an inexpensive method to furnish evidence of mailing. This service provides proof that an item was accepted for mailing by the U.S. Postal Service, and is available for International Mail.

- d. Special Delivery

Check with Mail Services for availability by country and class of mail. Not available for parcel post.
- e. Special Handling

Check with Mail Services for availability to countries and class of mail. Special handling is only available for parcel post, printed matter, matter-for-the-blind, and small packets sent at surface rates.
- f. Recorded Delivery

Recorded delivery provides the sender with a mailing receipt, and the office of address retains a record of delivery. This service is available only for letters/letter packages, small packets, matter for the blind, and printed matter (including M-bags) with little or no value.
- g. Return Receipts

Check with Mail Services for availability to countries and class of mail. To use Return Receipts, the mail must be either registered, insured, or express (B-label) mail. Foreign Return Receipts are returned by air if a Par Avion sticker is on the receipt.
- h. Restricted Delivery

Restricted Delivery is a service that can be added to Return Receipts. This service limits who may receive an item. The details of the service are governed by the internal legislation of the destination country. Available for Registered Mail only. Contact Mail Services for availability.
- i. Surcharge

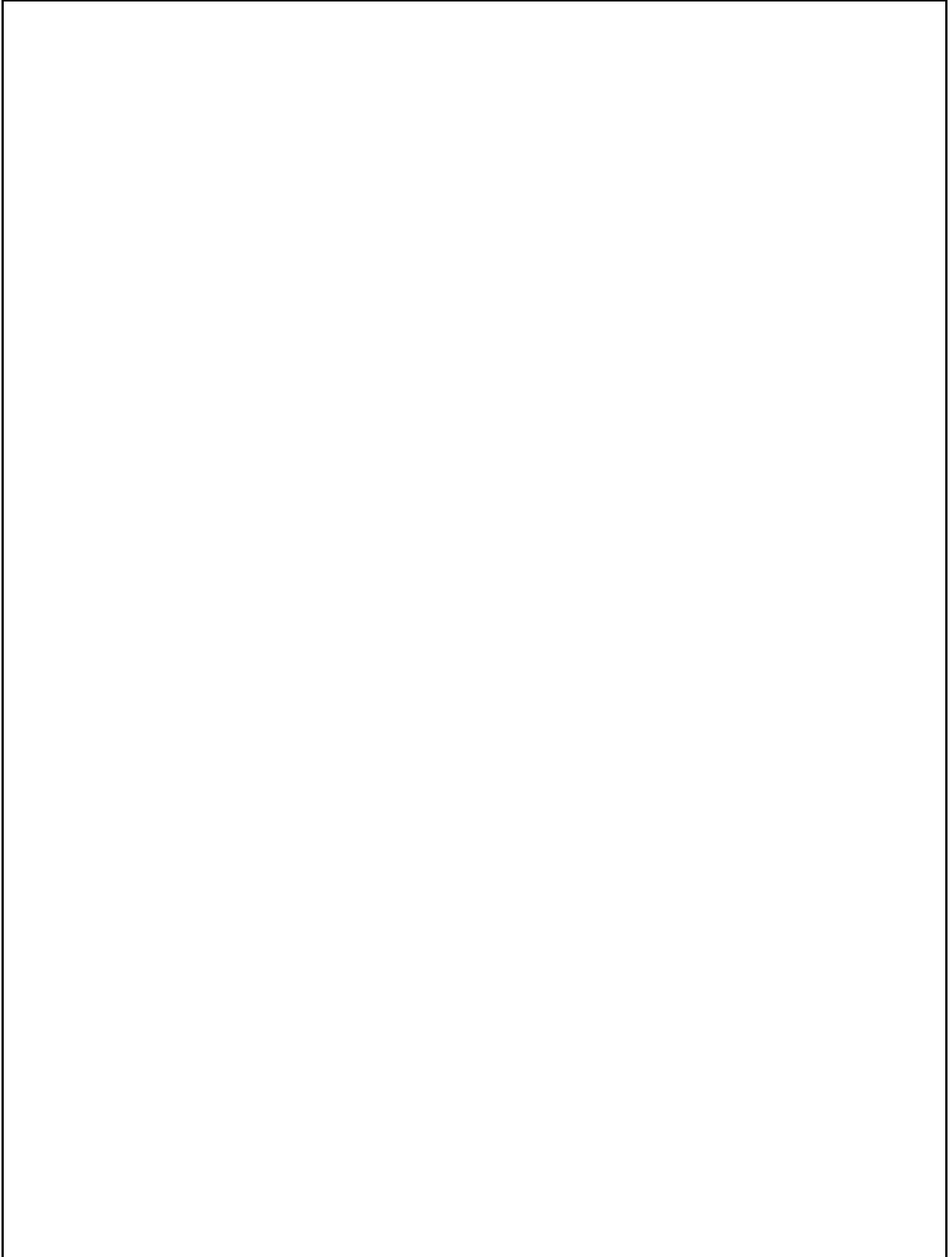
Applicable on 1st class, air mail, printed matter, and air printed matter up to one ounce not within the parameters of the shaded area on the template in *Exhibit A*.
- j. Insurance

Available only for Parcel Post. Not available for all countries. Consult Mail Services.
- k. Aerogrammes

Aerogrammes, also know as Air Letter Sheets, are a type of self mailer which folds down into letter size and can be mailed to any country.

No enclosures are permitted in aerogrammes and no attachments can be made to them.

Exhibit A



ExhibitA
(back)

