



## **Mailing/Shipping Procedures**

\* Please adhere to the following procedures to ensure that the Office of Career Services receives your information in a timely manner.

*When Sending Materials To The Office of Career Services:*

- Employers will need to send an email to [mwingfield@uncfsu.edu](mailto:mwingfield@uncfsu.edu) for notification of mailed materials
- All items such as shipping containers, boxes, and/or envelopes need to be addressed as follows:

**Fayetteville State University  
Attn: Office of Career Services  
1200 Murchison Road  
School of Business and Economics, Suite # 230  
Fayetteville, North Carolina 28301**

- Upon receipt of materials, the appropriate company representative will be notified

*When Sending Materials Back To Your Company:*

- Employers will need to have contact information for the company that will be responsible for picking up their materials clearly posted on the material that they want to be sent back
- A representative from the Office of Career Services will ensure that the company responsible for picking up the materials is notified
- Upon departure of the materials, the appropriate company representative will be notified
- Any questions or concerns can be directed to the Office of Career Services at 910-672-1205/1100