



## UCF Postal Services

### *Zip+4 Routing Guide*

*Last Updated 19-June-2020*

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<b>DEPARTMENT NAME</b>	<b>ZIP+4</b>	<b>PO BOX</b>
Academic Affairs/Provost/Faculty Affairs	0065	160065
Academic Services	0125	160125
Academic Services for Student Athletes	3554	163554
Accounting, Kenneth G. Dixon School of	1400	161400
Activity & Service fee Business Office	3230	163230
Administration & Finance Division	0020	160020
Advanced Transportation Systems Simulation	2450	162450
Advertising and Public Relations	1424	161424
African American Studies	1996	161996
Air Force ROTC	2380	162380
Alumni Relations/Alumni Association	0046	160046
AMPAC - Advanced Materials Processing & Analysis	2455	162455
Anthropology	1361	161361
Arboretum	2368	162368
Arena, CFE (Global-Spectrum)	1500	161500
Army ROTC	3377	163377
Arts and Humanities Dean's Office	1990	161990
Arts and Humanities Student Advising (CAHSA)	1993	161993
Athletic Training Program	2205	162205
Athletics - Football	3555	163555
Athletics - Mens Basketball	3555	163555
Athletics Department	3555	163555
Autism & Related Disabilities, (CARD)	2202	162202
AVP and LGBT	3244	163244
Barnes and Noble East Plaza	4201	164201
Biology	2368	162368
Biomedical Sciences, Burnett School of	2364	162364
Biomolecular Research Annex	3227	163227
Burnett Biomedical Sciences - Lake Nona	7407	167407
Burnett Honors College	1800	161800
Business Administration Dean's Office	1991	161991
Business Administration, College of	1400	161400
Business Services	0055	160055
Campus Life	3251	163251

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Card Services	0056	160056
Career Services	0165	160165
Cashiers Office	0115	160115
Cashiers Office, Contracts & Grants	0118	160118
Center For Behavior Health Research and Training, School of Social Work	3357	163357
Center for Community Schools	1251	161251
Center For Distributed Learning-Library	2810	162810
Center For Distributed Learning-Partnership II	3271	163271
Center For Entrepreneurship & Innovation	1400	161400
Center for Success of Women Faculty	0955	160955
Chemistry	2366	162366
Chick-Fil-A	7115	167115
Civil, Environmental & Construction Engineering	2450	162450
College of Education	1250	161250
College of Engineering & Technology	2450	162450
College of Medicine	0116	160116
College of Nursing	2210	162210
College of Science / Academic Services (COSAS)	3161	163161
College of Sciences Dean's Office	1997	161997
College Optical Express	3250	163250
Communication Disorders Clinic	3269	163269
Communication Sciences and Disorders	2215	162215
Community Relations	2612	162612
Compliance & Ethics	0001	160001
Computer Store & PC Service Center	2300	162300
Computer Vision, Research Center for	2365	162365
Continuing Education, Division of	0950	160950
Convocation Corporation	1500	161500
Counseling and Psychological Services (CAPS)	3170	163170
Creative School for Children	3546	163546
Credit Union, CFE	2110	162110
CREOL - College of Optics & Photonics	2700	162700
Criminal Justice Department	1600	161600

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Defense Transition Services	0012	160012
DeVoss Sport Business Management	1400	161400
Dining Services	3222	163222
Diversity Initiatives	0031	160031
Dominos Pizza	7114	167114
Downtown: Campus Administration	0350	160350
Downtown: Card Services	2056	162056
Downtown: College of Community Innovation and Education Dean's Office	1200	161200
Downtown: Communication and Media	3122	163122
Downtown: CREATE (Expo Center)	3124	163124
Downtown: Facilities Management	3850	163850
Downtown: Faculty Development	2100	162100
Downtown: First Stop (Student Services)	3985	163985
Downtown: Florida Interactive Entertainment Academy (FIEA)	3123	163123
Downtown: Flying Horse Editions	1380	161380
Downtown: Games & Interactive Media	3121	163121
Downtown: Graduate Programs (Office of), College of Business	1404	161404
Downtown: Health Management and Informatics	2225	162225
Downtown: Human Communication	1444	161444
Downtown: Legal Studies Department	1602	161602
Downtown: Library	2240	162240
Downtown: Nicholson School of Communication and Media Dean's Office	1344	161344
Downtown: Parking and Transportation Services	2551	162551
Downtown: Public Administration	1395	161395
Downtown: Public Affairs, Doctoral Program	3680	163680
Downtown: Student Success Center at UnionWest	3995	163995
Downtown: Technical Services	2550	162550
Downtown: UCF Bookstore	3444	163444
Downtown: UCF Police and Public Safety	3890	163890
East Europe Linkage Institute	3105	163105
Economics Department	1400	161400
EH&S Building Department	3499	163499
Electrical Engineering & Computer Science (EECS)	2362	162362

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Emergency Management, Office of	3480	163480
Engineering & Computer Science Dean's Office	2993	162993
Engineering I Cluster Box	2450	162450
English	1346	161346
Environmental Health & Safety	3500	163500
Executive Development Center - Downtown	2612	162612
Experiential Learning (Co-Op, Internships, Service Learning)	1700	161700
Facilities & Safety AVP Office	3631	163631
Facilities and Safety Business Office	3640	163640
Facilities and Safety Human Resources	3677	163677
Facilities Operations Administration	3664	163664
Facilities Operations Housekeeping & Recycling	3660	163660
Facilities Operations Maintenance	3560	163560
Facilities Operations Work Control Center	3600	163600
Facilities Planning & Construction	3020	163020
Faculty Center for Teaching & Learning	0066	160066
Faculty Senate Office	0070	160070
Fairwinds Credit Union	7105	167105
Film and Mass Media	1414	161414
Finance and Accounting	0975	160975
Finance Department, P. Phillips School of Real Estate	1400	161400
First Year Advising and Exploration	0170	160170
First Year Experience	3240	163240
Florida Center For Nursing	3224	163224
Florida Consortium of Metropolitan Research Universities	0009	160009
Florida Space Grant Consortium	0650	160650
Florida Space Institute (FSI)	0650	160650
Foundation Inc.	0045	160045
Foundation Payments	0119	160119
General Counsel	0015	160015
Global Perspectives	0003	160003
GP 4100 Fraternity & Sorority Life/Greek Council	0157	160157
GP 4101 Alpha Xi Delta	1610	161610
GP 4144 Chi Omega	4144	164144

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GP 4176 Kappa Kappa Gamma	1640	161640
GP 4202 Zeta Tau Alpha	1630	161630
GP 4207 Alpha Delta Pi	1650	161650
GP 4220 Delta Delta Delta	1670	161670
GP 4303 Kappa Delta	1690	161690
GP 4304 Pi Beta Phi	1710	161710
GP 4321 Alpha Epsilon Phi	1750	161750
GP 4322 Kappa Sigma	1751	161751
GP 4400 Kappa Alpha Theta	1760	161760
GP 4418 Sigma Chi	1770	161770
GP 4419 Alpha Tau Omega	1790	161790
Graduate Studies, College of	0112	160112
Health and Public Affairs	2200	162200
Health Professions and Sciences Dean's Office	2994	162994
Health Sciences	2205	162205
History	1350	161350
HIV	2401	162401
Hospitality Management - Rosen College	1450	161450
Hospitality Management - Rosen College (UCF Main Campus)	2000	162000
Hospitality Management Library - Rosen College	1450	161450
Housing and Residence Life	3222	163222
Human Resources Department (Central HR)	0140	160140
Inclusive Education Services	3661	163661
India Center, The	1356	161356
Information Security Office	2500	162500
Information Technologies and Resources	2800	162800
Inspector General / University Audit	0080	160080
Institute For Simulation & Training	0544	160544
Institute of Government	3282	163282
Institutional Knowledge Management	0021	160021
Instructional Resources, Office of (OIR)	2191	162191
Interdisciplinary Studies	1998	161998
Intramural Sports	3548	163548
ITR / Business Center	0545	160545

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Judaic Studies	1992	161992
Lake Nona Cancer Center	1050	161050
Landscape and Natural Resources	3556	163556
Latin American, Caribbean and Latino Studies	1999	161999
Lead Scholars Program	0126	160126
Library, John C. Hitt	2666	162666
Limbitless Solutions	7006	167006
Live Oak Event Center	0055	160055
Loans and Collections	0115	160115
Lou Frey Institute	3356	163356
Management, Department of	1400	161400
Marketing, Communication	0128	160128
Marriage and Family Research Center	3262	163262
Mathematics	1364	161364
McNair Scholars	2001	162001
Ministry	3235	163235
Modern Language & Literatures	1348	161348
Molecular & Microbiology	2360	162360
Morgridge International Reading Center	1250	161250
Multicultural Academic & Support Services	0135	160135
Multilingual Multicultural Studies, Center for (CMMS)	3177	163177
Nanoscience Technology Center	3252	163252
National Center For Forensic Science	2367	162367
National Consortium Academic Services	3557	163557
National Entrepreneur Center (SBDC)	1530	161530
News and Information	0091	160091
Off Campus Student Svcs (Student-Neighbor Relations)	3225	163225
Office of Institutional Equity	0030	160030
Office of Student Success	0158	160158
Ombudsman	0005	160005
Operational Excellence & Assessment	3207	163207
Orlando Business Development Center	0525	160525
Parking Services & Transportation Services	3551	163551
Pegasus Health Clinic	1492	161492

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Performing Arts, School of (Music)	1354	161354
Philosophy	1352	161352
Physical Therapy, Division of	2205	162205
Physics	2385	162385
Police/Campus Security	3550	163550
Politics, Security, and International Affairs, School of	1356	161356
Pre-Professional Advising, Office of	0166	160166
Presidents Office	0002	160002
Prince Mohammad Bin Fahd Program for Strategic Research and Studies	1356	161356
Printing Services	1150	161150
Procurement Services (UCF Purchasing Department)	0975	160975
Psychology	1390	161390
Recreation and Wellness Center	3548	163548
Registrar's Office	0114	160114
Research One	0120	160120
Research Park Management Office, Central Florida	0100	160100
Research, Office of (ORC)	0150	160150
Resource Management	3630	163630
Revamp Barber Shop	7110	167110
Risk Management	3400	163400
Rural Health Clinic	2369	162369
School of Visual Arts and Design	1342	161342
Siemens Energy Center	2460	162460
SK8 Skateboard and Sports	7109	167109
Social Justice & Advocacy (SJA), Office of	3260	163260
Social Work	3358	163358
Social Work Online Program (Research Park)	3359	163359
Sociology	1360	161360
Sophomore & Second Year Center	0124	160124
Space Administration	2801	162801
Statistics	2370	162370
Student Academic Resource Center (SARC)	3115	163115
Student Accessibility Services	0161	160161

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<b>DEPARTMENT NAME</b>	<b>ZIP+4</b>	<b>PO BOX</b>
Student Accounts	0115	160115
Student Care Services	3662	163662
Student Development and Enrollment Services	0160	160160
Student Financial Assistance (Financial Aid)	0113	160113
Student Government	3230	163230
Student Health Services	3333	163333
Student Involvement	3245	163245
Student Leadership Development	0163	160163
Student Legal Services	3650	163650
Student Outreach Program	3620	163620
Student Rights and Responsibilities	3655	163655
Student Success Center	1910	161910
Student Union	3250	163250
Sustainability & Energy Management	3644	163644
Tech Commons II	2301	162301
Technology Incubator UCF	1531	161531
Telecommunications	2195	162195
The Spot (Student Copy Center)	2443	162443
Theater	2372	162372
Transfer and Transition Services	0123	160123
Tutoring & Learning Assistance	3115	163115
UCF Bookstore	2444	162444
UCF Connect	0060	160060
UCF Global (Study Abroad / International Services)	0130	160130
UCF Health - Medical City in Lake Nona	7408	167408
UCF Health (Tavistock Lakes Blvd)	0117	160117
UCF IT	2500	162500
UCF Quality Management & Improvements	3641	163641
UCF RESTORES	1391	161391
Undergraduate Admissions	0111	160111
Undergraduate Research	1906	161906
Undergraduate Studies	0086	160086
University Analysis and Planning Support	3207	163207
University Economic Development	3257	163257

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<b>DEPARTMENT NAME</b>	<b>ZIP+4</b>	<b>PO BOX</b>
University Marketing	0090	160090
University Relations	0040	160040
University Testing Center	3117	163117
Upward Bound Program	1920	161920
Veterans Academic Resource Center (VARC)	3505	163505
Victim Services	3501	163501
Wellness Professional Programs	3549	163549
Winter Springs Business Incubator UCF	0875	160875
Women's Studies Program	1994	161994
Writing and Rhetoric Department	1345	161345
Writing Center	1347	161347
WUCF FM 89.9 Radio station	2199	162199
WUCF TV - Television Services	2198	162198

**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 163600  
ORLANDO, FL 32816-3600

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OR STREET ADDRESSES FOR USPS MAIL**