

Qatar Daily Mailing Guidelines

The ability to receive personal mail promptly is vitally important to Texas A&M University at Qatar (TAMUQ) employees and their families. The following information outlines methods that are available for receiving mail from the United States.

Mail Forwarded Through the Qatar Support Office (QSO) in College Station:

- Letters, magazines and small boxes for TAMUQ employee should be sent to:

The Qatar Support Office
PO BOX B-6
College Station, TX 77844

This post office box is checked daily and mail is then mailed to a TAMUQ employee for distribution in a UPS Package. UPS packages from the United States to Qatar take approximately 3-5 business days. (NOTE: Due to the high volume of daily mail that is processed through the QSO, we are not always able to make sure that something has passed through the office. Please keep this in mind when you are looking for an important document/letter)

- For shippers who will not mail to a post office box, please have the item sent to the following address where it will be handled as above:

Recipient
Qatar Support Office
256 Bizzell West
MS 4251
College Station, TX 77843-4251

- A maximum of **48 PERSONAL** boxes per year can be forwarded or sent to the QSO for each TAMUQ employee. Each box **should be a reasonable size, able to be carried up 2 flights of stairs by QSO employees.** Payment for anything over the 48 boxes, weight or size limit is the responsibility of the TAMUQ employee. All boxes delivered to the QSO must be properly packaged and sealed. The QSO does not provide any packing material.
- **Each box that is forwarded or sent to QSO MUST have a list of contents and the value for each item.** TAMUQ employees are responsible for making sure their friends and family members are aware of these requirements. Absence of a packing list will result in the QSO opening each box in order to identify the contents.
- No perishable items may be routed through the QSO. In addition, shippers are prohibited from sending the following items:
 - Alcoholic beverages of all kinds
 - Ammunition
 - Any** pork products
 - Inflammable, explosive, or dangerous substances
 - Obscene or immoral articles
 - Banknotes
 - Platinum, silver, precious stones, jewels, or any precious articles

Perishable, infectious, or biological substances
Radioactive materials
Weapons or parts of weapons
Prescription medicines

- Should a TAMUQ employee place an order via the internet or from a business that will be routed to them through QSO, the individual is responsible for contacting QSO via email to inform them of the order (contents and price of each item) and anticipated arrival date if known. This ensures proper documentation and expedition of packages once they reach QSO from the vendor.

Any questions regarding package shipping should be directed to the Qatar Support Office,
(979) 845-2295 or (979) 845-2297, FAX (979) 845-4824 or by email
qatarsupportoffice@tamu.edu or qso@tamu.edu.