



Mail Forwarding from Evanston to Doha

The Qatar Support Office (QSO) in Evanston forwards U.S. and Evanston/Chicago campus interoffice mail to Northwestern faculty, staff, and their family members in Qatar. U.S. mail includes personal mail items such as letters, documents, journals and magazines, catalogs, and other flat materials. **Packages are not forwarded and should not be directed to the QSO.** The staff of the Support Office will use discretion in discarding and not forwarding obvious “junk mail,” e.g. Jewel/Osco advertisements, packages of coupons for local businesses, etc.

It is the responsibility of the employee to provide the QSO with the names of any family members who will require mail forwarding via the Evanston campus. The University maintains a list of non-employees who are eligible to receive mail via the domestic NU-Q address given below. It is imperative that family members’ names be included on that list.

Faculty, staff, and family members wishing to receive personal mail in Qatar should employ the following address format:

Name
NW Univ. M/S 1801Q
2020 Ridge Avenue
Evanston, IL 60208

Mail received at the above address will be shipped via FedEx from Evanston to Doha approximately twice per week.