



LOUISIANA STATE UNIVERSITY

Finance & Administrative Services  
Auxiliary Services

# USPS International Mail Postage Charge Form

Date

Please complete all fields. **PLEASE DO NOT COMPLETE THIS FORM BY HAND.**  
Select how mail should be processed, print and attached this sheet to your outgoing bundle of International mail.  
Remember to attach appropriate Customs Forms.

Department

Contact Name & Email

Telephone Number

Driving Worktag\*

\*Entry Must be Typed. No Spaces. No Dashes  
Enter Workday Program, Project, Gift, Grant or Agency Driving Worktag

Form Must Contain Barcode

### Indicate below how mail should be processed:

- First Class International
  - Priority Mail International
  - Priority Mail Express International
  - M-Bag
  - Non-Machinable Mail
- Visit <https://www.lsu.edu/as/services/mailingservices/outbound/international-mailing.php>

Customs Forms	
First Class International	Letter, Flat, Documents Only, Under 16oz - No Form Needed Over 16oz, Under \$400 - Form 2976 All Items containing any goods, regardless of weight Less than \$400 value - PS Form 2976 Over \$400 - Must use Priority Mail or Priority Mail Express
Priority Mail International Priority Mail Express International M-Bag	Form 2976-A for all pieces Form 2976-B for all pieces Form 2976 for all pieces
Customs Forms and Detailed International Mailing Information available on-line. Please visit the USPS website. <a href="http://www.usps.com/international">www.usps.com/international</a>	

**Number of Pieces,  
Description of Mailing,  
Special Instructions:**

### Instructions

- For assistance with International mailing requirements, contact The UPS Store at: [store6801@theupsstore.com](mailto:store6801@theupsstore.com)
- All international parcels should be accompanied by a completed and signed customs form (PS Form 2976, 2976-A or 2976-B).
- Customs forms can be completed online at <https://www.usps.com/international/welcome.htm>, printed and attached to your parcel.
- All outgoing International mail must display a valid University return address and be kept separated from other mail.
- The last line in the address must contain the name of the destination country written in English, all capital letters with no abbreviations.
- International mail that is not kept separate from domestic mail may end up being processed as domestic mail with the incorrect postage amount applied, resulting in mailing delays.