



POST, STORES & MORE

Around the Department

Internal and External Post

Boxes for outgoing mail are located outside the Security Office (Red Greenhouse entrance) in the Chemistry Building.

Use the free **Internal** box for items destined for other parts of the University and the **External** boxes for other items.

All **external mail must be pre-stamped**, stamps may be requested at Reception (CG160).

Incoming mail for staff and postgraduates is usually racked in the corridor outside room CG162.

Keys

Postgraduate students are required to complete all the relevant Health and Safety induction [form](#) with their supervisor prior to reporting to reception to pick up their key. You will also need to bring your campus card along for identification purposes.

You must return your keys at the end of your tuition period, when your access will end (or be restricted to write-up facilities). If the key is not returned you will then be charged a £40 fee.

Student Finance Information

You can view more information regarding student finance here: [Finance Service: Information for Current Students - Home \(sharepoint.com\)](#).

Contacting Colleagues and Services

Email and Telephone Directory : Contact Lists - Durham University - Durham University - Durham University

www.dur.ac.uk

Can't find what you're looking for? Fill out an enquiry form here and we'll get back to you as soon as possible.

More Info from the Hub



FAQs