

**University of California
Eligibility in the Local Context (ELC)
Graduating Class of 2010**

Mailing Information

If you have questions, please contact the ELC Help Desk at (800) 839-8507.

Submission Deadline: Mail by July 17. Early submissions are welcome and will be processed in the order received. If your school requires an extension, please contact the Help Desk before August 7 at (800) 839-8507.

Mailing Instructions:

Instructions for using cardboard: To avoid damage to the transcripts and other materials you are sending to the University, place all of your documents *between* the two pieces of cardboard provided and then wrap a rubber band around the entire set. Insert the cardboard into the 11.5 X 14.5 return envelope that has been provided in your submission packet.

Mailing Address:

Eligibility in the Local Context (ELC) Program
Office of Admissions
University of California Office of the President
P. O. Box 5908
Concord, CA 94524-0908

Prepaid Postage: One return envelope with **prepaid postage** was sent to the "College Counselor" of each school on May 12. The submission packet sent to the "Principal" does not have prepaid postage included.

If you encounter questions from U.S. Postal Service regarding the prepaid postage, please remind them that *according to requirement D072.4.1 of the Postal Service Guide, metered mail may be deposited at a post office other than the licensing post office.*

Delivery Confirmation Form: Mail the submission packets from the post office and obtain a Delivery Confirmation. Make sure you keep a stamped receipt from the post office for your records. **Note: Your receipt is not official unless stamped by the post office.**

A delivery confirmation slip is enclosed. To use this service, complete the form neatly, attach the label to the left of the delivery address, and have the post office stamp your part of the receipt. This service has been prepaid, and is included in the prepaid postage amount. *Requirement S918.1.5 of the Postal Service Guide states that "The fee and postage (for delivery confirmation) may be paid with postage stamps, meter stamps or permit imprint."*

Delivery Verification: You can confirm the delivery of your transcripts in two ways; through the United States Postal Service, if you include the delivery confirmation form, and through the ELC Submission Status Website.

ELC School Submission Status Website: To verify delivery through the ELC program, visit <https://prod.ucehc.org/ucschoolstatus>. The ELC School Submission Status Website will also let you know if there is a problem with your submission.

Verification through U.S. Postal Service: To verify delivery through the post office, call (800) 222-1811 and follow the prompts. Or go to www.usps.com and click on the Shipping option on the left side of the screen. A Shipping Center screen will appear. Enter your 20-digit Delivery Confirmation number in the Track & Confirm box on the right, then select Go. The delivery status of your transcript package will appear. Please note: Delivery Confirmation packages are not always scanned at point of entry but will be scanned upon delivery to P.O. Box in Concord, CA.