

WELCOME TO MILLERSVILLE UNIVERSITY

IF YOU WILL BE LIVING ON CAMPUS, PLEASE ADDRESS YOUR MAIL AND PACKAGES IN THE FOLLOWING MANNER:

Name: YOUR NAME

STREET: MILLERSVILLE UNIVERSITY (OPTIONAL)

STREET: ROOM# WING SOUTH, WEST, EAST VILLAGE SUITES, REIGHARD HALL, OR SHENKS HALL

CITY/STATE/ZIP: MILLERSVILLE, PA 17551

EXAMPLES:

ROBERT SMITH

JANE SMITH

T.J. SMITH

MILLERSVILLE UNIVERSITY

MILLERSVILLE UNIVERSITY

MILLERSVILLE UNIVERSITY

307 B SOUTH VILLAGE SUITES

T103 A EAST VILLAGE SUITE

240 SHENKS HALL

MILLERSVILLE, PA 17551

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TO PREVENT MISDELIVERY OF YOUR MAIL, YOU WILL NEED THE CORRECT ROOM NUMBER

YOU MUST HAVE THE CORRECT WING, DO NOT USE OR ADD THE LETTER ASSIGNED TO YOUR BED

(REIGHARD AND SHENKS HALLS DO NOT HAVE WINGS)

YOU MUST HAVE THE CORRECT RESIDENCE HALL

COMMON MISTAKES THAT RESULT IN MISDELIVERY OR NON-DELIVERY OF YOUR MAIL ARE:

NO NAME OR A NICK NAME

NO RESIDENCE HALL

USE OF STREET NUMBERS OR STREET NAMES THAT DO NOT EXIST

USE OF ADDRESSES NOT APPROVED BY THE USPS

ALL MAIL AND PACKAGES ARE SENT DIRECTLY TO YOUR RESIDENCE

PLEASE ALLOW TIME FOR BOTH THE MAILROOM AND THE HOUSING DEPARTMENT TO SORT AND PROCESS YOUR MAIL

