

YOUR MAIL

What you need to know

How to get mail



While living on campus

Your Addresses

Your Name

Millersville University

Room No# Letter of Wing Dorm Hall

P.O. BOX 1002

MILLERSVILLE, PA 17551-0302

OR

Your Name

Millersville University

Room No# Letter of Wing Dorm Hall

MILLERSVILLE, PA 17551-0302

Sample Addresses

JANE DOE

Millersville University

123 A East Villages Suites

P.O. BOX 1002

MILLERSVILLE, PA 17551-0302

OR

JANE DOE

Millersville University

123 A East Villages Suites

MILLERSVILLE, PA 17551-0302

Where are Mail and Parcels delivered?

- All mail goes to the RA Office in your Dorm Building
 - You will get an e-mail and text from your Dorms RA and DA
 - Bring your **MU ID**.

How do I send Mail

Addressing Envelopes

Your Name
Millersville University
Room No# Letter of Wing Dorm Hall
P.O. BOX 1002
MILLERSVILLE, PA 17551-0302

Postage
Stamp

Addressee
Street Address
OR
P.O. Box
City, State Zip Code

Sample of an Addressed Envelope:

Jane Doe
Millersville University
123 A East Villages
P.O. BOX 1002
MILLERSVILLE, PA 17551-0302

Postage
Stamp

Mom & Dad
321 Anywhere Street
Millersville, PA 17551

Other Important Mail Information

- Mail can not be sent without proper postage.
- Improperly addressed mail is LESS likely to be delivered in a timely fashion (if at all).
- FedEx will pick-up PRE-PAID parcels;
IF YOU contact them and arrange for pick-up.
- During the semester UPS will pick-up PRE-PAID parcels.

More Important Mail Information

- At the end of a semester; ALL mail will be returned to sender.
- Mail addressed to the University for students not living on campus, will be returned to the sender.

Mailroom

Located:

Boyer Building,
First Floor, Room 123

Hours of Operation:

Monday thru Friday
8:00 a.m. – 4:00 p.m.

Phone:

(717) 871-7008

How Mail Travels

