

YOUR MAIL

What you need to know

How to get mail



While living on campus

Your Address

Your Name

37 W. Frederick Street

Room Number, Wing, Name of Dorm

MILLERSVILLE, PA 17551-0302

Sample Addresses

JANE DOE

37 W Frederick Street

123 A East Villages

MILLERSVILLE, PA 17551-0302

Where are Mail and Parcels delivered?

All mail for students living in the dorms is delivered to the dorm buildings, Monday thru Friday.

Letters are sorted into the letter boxes in each dorm building. Then you are responsible to check your mailbox.

Any mail or packages that does not fit in the letter boxes will be held at the RA desk. You should receive notification of any packages being held for you.

How do I send Mail

Addressing Envelopes

Your Name

37 W Frederick Street

Room Number, Wing, Name of Dorm

MILLERSVILLE, PA 17551-0302

Postage
Stamp

Addressee

Street Address

P.O. Box

City, State Zip Code

Sample of an Addressed Envelope:

Jane Doe
37 W Frederick Street
307 B South Suites
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. M.U. does not put postage on student mail.
- Improperly addressed mail is less likely to be delivered in a timely fashion (if at all).
- FedEx will pick-up PRE-PAID parcels; YOU must contact them and arrange for pick-up.
- During the semester UPS and FedEx will pick-up PRE-PAID parcels (Mon. - Fri.).

More Important Mail Information

- At the end of a semester; ALL First Class mail and packages 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

