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

<table>
<thead>
<tr>
<th>Your Name</th>
<th>Postage Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>37 W Frederick Street</td>
<td></td>
</tr>
<tr>
<td>Room Number, Wing, Name of Dorm</td>
<td></td>
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<tr>
<td>MILLERSVILLE, PA 17551–0302</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Addressee</th>
<th>Street Address</th>
<th>P.O. Box</th>
<th>City, State Zip Code</th>
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</table>
Sample of an Addressed Envelope:

Jane Doe
37 W Frederick Street
307 B South Suites
MILLERSVILLE, PA 17551–0302

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

Your Home

Post Office Sorting Center

Millersville University Mailroom

Home Town Post Office

Millersville Borough Post Office

Dorms