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

<table>
<thead>
<tr>
<th>Your Name</th>
<th>Postage Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Millersville University</td>
<td></td>
</tr>
<tr>
<td>Room No# Letter of Wing Dorm Hall</td>
<td></td>
</tr>
<tr>
<td>P.O. BOX 1002</td>
<td></td>
</tr>
<tr>
<td>MILLERSVILLE, PA 17551–0302</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Mom & Dad  
321 Anywhere Street  
Millersville, PA 17551  

Postage Stamp
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

Your Home → Post Office Sorting Center → Millersville Borough Post Office → Dorms → Home Town Post Office → Your Home

Millersville University Mailroom