



Student Mail Policy

1. Your address for US Mail should look like this:

Your Name, Please no nick names.
Messiah University
One University Ave **Your unit number**
Mechanicsburg PA 17055

2. Campus Mail should **always** use a name and unit number
Recipients Name **Please no nick names.**
Unit XXXX

Any First-Class or Campus Mail without a unit number, may be delayed up to 3 days!

Non-First Class Mail such as clothing catalogs, non-profit mailings, credit card solicitations, etc. without a unit number are recycled.

3. Most mailboxes are shared by at least two people - this means that if you find two or three of the same thing in your box with no names, there is one for each person sharing the box - if you have not gotten yours, take one.
4. There is a **\$25.00 fee** that goes on your student account for a lost mailbox key.
5. Bring your key with you to check your mail - we do not hand mail out through the door.
6. Minimum size for all mail is 3 ½" x 5"
7. Mailings of 10 or more pieces of campus mail must be in unit number order and banded together.
8. Packages too large to fit through the campus mail slot must be put into one of the lockers along the hallway by using one quarter and following the directions inside the locker door. Use a locker with an orange or grey tag attached to the key. **Cross out the last name on the tag, put the new name and unit number if known on the tag**, and drop the tag and key into campus mail.