STUDENT MAIL DELIVERY

- Mail is received from the United States Postal Service (USPS) once daily at 7:00 a.m. Any packages that arrive after that time will be picked up for delivery the next business day.
- UPS, FedEx, DHL and any other carriers deliver between 10:00 a.m. and 2:00 p.m. daily. Carriers such as UPS and FedEx have no set time for delivery. Pick up packages at your area mailroom.
- All packages are received and processed by 2:00 p.m. daily. Students receive an email notification of their package arrival.
- Student letters are sorted and placed in mailboxes throughout the day. Please be patient as sorting mail takes time due to the quantity of mail received each day.
- Outgoing mail is accepted at each of the residence hall mailrooms and other locations on campus.
- Packages and/or mail of any kind should not be sent to you more than three days prior to your arrival on campus and no less than one week prior to your last residential day of the school year.
- If a package is small enough to be placed in a mailbox, we will do so. Make sure to check your mailbox frequently.

MAIL SECURITY

- Your mailroom is responsible for the security of your mail. In order for us to provide security, we need your cooperation. Please make sure you lock your mailbox after each use. If you have any problems with locking your box, please contact your mail clerk for assistance.

STUDENT MAILBOX KEY & COMBINATION

- Each residential student is assigned a mailbox key or combination during move-in at the beginning of the fall semester by the residential assistant of their assigned hall. Any student that is not assigned a key during that time can go to their residential mailroom to be assigned one by the mail clerk.

INCORRECT ADDRESS & MISSING BOX NUMBERS

- Mail or packages received with missing or incorrect box numbers will be subject to delays in processing. Properly addressed mail will be first priority. Incorrect mail will not be processed until later that day or the following day depending on the volume of mail received that day.
- Do not use “PO Box” in the address.
- Mail Services often receives items with an unknown name and no box number. Most often it is the name of a parent or person ordering merchandise for a student. Items received with an unknown recipient will be held up to three business days before being returned to sender. For someone to claim an unknown package, please have information such as a tracking number, name of sender, name of carrier and student I.D. to present to Mail Services staff.

FORWARDING ADDRESS

When you move out of University Housing, you are required to complete a USPS online forwarding address form. Mail is returned to sender if there is no forwarding address.

USPS online form: https://moversguide.usps.com

SHIPPING IMPORTANT ITEMS

- When shipping important items (checks, passports, credit cards, medicine, etc.) use some form of tracking such as certified, signature confirmation, or express.
- Please use the student’s registered name when sending mail or packages. Please NO ABBREVIATIONS OR NICKNAMES. Neglecting to do so could result in your package being returned to sender.
- DO NOT SEND CASH IN THE MAIL! If you choose to send cash, it will be at your own risk. Mail Services will not be responsible for cash sent through USPS.
- Perishable, medical, or refrigerated items should be clearly labeled.

STUDENT MAIL DELIVERY

- A student I.D. is required to pick up a package. Unclaimed packages will be returned after five days.
- Student magazines should be addressed correctly (name, box or room number “depends on your residence”, street, city, state and zip). All incorrectly addressed magazines will be returned to sender or recycled.

INFORMATION FOR PARENTS

Need to mail something to a student on campus? Use our online formatting tool to verify a student’s address:

www.auburn.edu/mailservices/addresses.php
RESIDENCE HALL ADDRESSES

Combination Mailboxes: Requires a combination code for access. Include the student’s box number on all mail.

**Hill Residence Halls (combination)**

Mailroom in Burton Hall / 334-844-3458

- Dunn: 435 Duncan Drive
- Graves: 439 Duncan Drive
- Leischuck: 501 Duncan Drive
- Toomer: 437 Duncan Drive
- Dobbs: 345 West Samford Avenue
- Duncan: 295 West Samford Avenue
- Hollifield: 285 West Samford Avenue
- Boyd: 280 P.O. Davis Drive
- Dowell: 320 P.O. Davis Drive
- Hall M: 282 P.O. Davis Drive
- Knapp: 302 P.O. Davis Drive
- Sasnett: 350 P.O. Davis Drive

**Quad Residence Halls (combination)**

Mailroom in Quad Center / 334-844-4128

- Brown: 246 Mell Street
- Dowdell: 266 Mell Street
- Harper: 226 Mell Street
- Glenn: 262 Roosevelt Drive
- Lupton: 308 Roosevelt Drive
- Owen: 330 Roosevelt Drive
- Keller: 329 Quad Drive
- Lane: 301 Quad Drive
- Little: 304 Quad Drive
- Teague: 302 Quad Drive

**Village Residence Halls (key)**

Mailroom by Transit Bus Stop / 334-844-3449

- Auburn (H): 201 Wire Road
- Eagle (G): 201 Wire Road
- Magnolia (E): 201 Wire Road
- Oak (F): 201 Wire Road
- Plainsman (B): 201 Wire Road
- Talon (A): 201 Wire Road
- Tiger (C): 201 Wire Road
- Willow (D): 201 Wire Road

**South Donahue Residence Hall (key)**

Mailroom in Room 1349 / 334-844-9580

Mailing address is 391 South Donahue Drive.

**Cambridge Residence Hall (combination)**

Mailroom in Cambridge Hall

Mailing address is 132 E. Thach Avenue.

**Sample Residence Hall Address Format**

- Student Name
- Residence Hall Name
- Student’s Box Number
- Residence Hall St., Dr., or Road
- City, State, Zipcode

- John Doe
- Dunn Hall
- Box 603
- 435 Duncan Drive
- Auburn, AL 36849

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**GENERAL INFORMATION**

Larry Watkins, Manager of Mail Services

Central Office: 334-844-4860

Email: lsw0017@auburn.edu

**Campus Mail Service Location**

Campus Mail Services Center
1161 W. Samford Ave., Bldg. 8
Auburn, Alabama 36849

**Mail Services Business Hours**

**Fall and Spring Semesters**

- Monday - Friday
  - 10:00 a.m. - 11:45 a.m.
  - 12:45 p.m. - 4:45 p.m.

**Summer Semester**

- Monday - Friday
  - 10:00 a.m. - 12:00 p.m.
  - 12:30 p.m. - 4:00 p.m.

**Closed for Auburn University holidays:**

- Memorial Day: May 29, 2017
- Independence Day: July 4, 2017
- Labor Day: Sept. 4, 2017
- Thanksgiving: Nov. 22 - 24, 2017
- Christmas: Dec. 25, 2017
- New Year’s Day: Jan. 1, 2018
- MLK Jr. Day: Jan. 15, 2018

**Mail & Go Postal Kiosk Locations**

- Foy Hall: Near Foy Dining Area
- Student Center: Second Floor (near information desk)
- Overton Rudd Center: First Floor (near central stairwell)
- South Donahue: First Floor (near C-Store)
- The Village: Near Dining Hall

Last kiosk pick-up is at 12:00 p.m. Monday - Friday.