

WELLESLEY COLLEGE

MAIL SERVICES

Summer 2015

Dear Incoming First Year Students, Transfer Students, and Davis Scholars,

We are looking forward to your arrival on campus in August. Listed below is information about mailing letters and packages to campus.

Enclosed you will find:

- A letter describing how student mail should be addressed to campus.
- A sample of the proper address format for future reference.
- A list of Zip+4's for the student unit mailbox numbers.

Attached you will find:

- Eight orange **Wellesley College delivery labels** to be used to ship your packages using our special back to school package program.

Mail Services has made special arrangements with the United Parcel Service for delivery of packages directly to the residence halls for the opening of school. During the academic year all packages are delivered to the Campus Center Mail Service for pick up by students.

The earliest arrival date for packages will be August 25, 2015. If packages arrive before August 21st they may be returned to sender. No special UPS fees apply-- this is just a special delivery program to residence halls.

Mail Services tries to work with all arriving international students to assist them in getting their packages to the residence halls. It is not always possible for you to use UPS when shipping from different locations.

Your Unit number and combination will be sent to you by email. Please bring your combination when you come to campus.

Mail Services is located on the second floor of the Wang Campus Center.

Mail Services is open Monday – Friday 10:00 a.m. – 4:30 p.m. for package pick up and 10:00 a.m. -3:00 p.m. for retail mailing services for items weighing up to 10 pounds. Student Mail Services also provides FedEx shipment for letters domestic and international.

Please stop by to see us when you arrive.

Sincerely,

Frances E. Adams



Wang Campus Center, Mail Center

21 Wellesley College Road, Wellesley, MA 02481 Tel 781.283.2304 Fax 781.283.2645

FREQUENTLY ASKED QUESTION ABOUT MAIL ON CAMPUS

1. How should mail be addressed to me at Wellesley College?

This address format is recommended by the U.S. Postal Service.

Jane S. Wellesley
Unit XXYY
21 Wellesley College Road
Wellesley MA 02481-02XX

Zip + 4 code is very important to insure proper delivery.

2. How can I prevent my mail from being delayed?

Use your proper name and avoid the use of nick names. Use your middle initial when ever possible and notify Mail Services of any name changes.

Be sure to use the proper address format and zip + 4 code.

3. Where will packages be delivered after September 4th?

All student packages will be delivered to the Student Mail Center located in the Wang Campus Center after September 4th 2015.

4. How will I be notified if I have a package or item that requires a signature?

Student Mail Services will email your college email account notifying you that you have an item that requires a signature at Student Mail Service.

Helpful websites:

https://www.wellesley.edu/First_Year/ (for further information on First Year needs)

<https://www.wellesley.edu/PostOffice/> (for more information about Mail Services on campus)

If you or your family needs to contact Mail Services about a problem, please email Fran Adams fadams@wellesley.edu or call 781-283-3564. We are happy to assist in any way we can. You can also contact David Caulfield at dcaulfield@wellesley.edu or call him at 781-283-2304. If there is no answer at either number please leave a message and we will get back to you as soon as possible.

SPECIAL INSTRUCTIONS
FOR
UPS PACKAGE SHIPMENTS MADE IN AUGUST ONLY

UPS will deliver your packages directly to your residence hall if addressed with this label.

This one time delivery service to residence halls was arranged for your convenience to eliminate the need to carry heavy packages from the Student Mail Center at the Wang Campus Center to your residence hall.

Please do not ship to your unit number. Packages address to unit numbers will have to be hand carried to your resident hall.

Put your daughter's Unit (mailbox) number and zip +4 codes in the appropriate space and save for future use.
This will be her mailing address for her **entire time** at Wellesley College.

Return address
Name
Street
City State Zip

Place
Stamp
Here

Student Name
Unit XXY
21 Wellesley College Road
Wellesley MA 02481-02XX

Please use Zip + 4 (see enclosed list)

Wellesley College Student Mail Zip Code Information

(example)

Jane Wellesley

Unit XXY

21 Wellesley College Rd

Wellesley MA 02481-02XX

(mailbox number)

UNIT	ZIP + 4
1001-1040	02481 + 0210
1102-1140	02481 + 0211
1201-1240	02481 + 0212
1301-1340	02481 + 0213
1401-1440	02418 + 0214
1501-1540	02481 + 0215
1601-1640	02481 + 0216
1701-1740	02481 + 0217
1801-1840	02481 + 0218
1901-1940	02481 + 0219
2001-2040	02481 + 0220
2101-2140	02481 + 0221
2201-2240	02481 + 0222
2301-2340	02481 + 0223
2401-2440	02481 + 0224
2501-2540	02481 + 0225
2601-2640	02481 + 0226
2701-2740	02481 + 0227
2801-2840	02481 + 0228
2901-2940	02481 + 0229
3001-3040	02481 + 0230
3101-3140	02481 + 0231
3201-3240	02481 + 0232
3301-3340	02481 + 0233
3401-3440	02481 + 0234
3501-3540	02481 + 0235
3601-3640	02481 + 0236
3701-3740	02481 + 0237
3801-3840	02481 + 0238
3901-3940	02481 + 0239
4001-4040	02481 + 0240
4101-4140	02481 + 0241
4201-4240	02481 + 0242
4301-4340	02481 + 0243
4401-4440	02481 + 0244
4501-4540	02481 + 0245
4601-4640	02481 + 0246
4701-4740	02481 + 0247
4801-4840	02481 + 0248

(mailbox number)

UNIT	ZIP + 4
4901-4940	02481 + 0249
5001-5040	02481 + 0250
5101-5140	02481 + 0251
5201-5240	02481 + 0252
5301-5340	02481 + 0253
5401-5440	02481 + 0254
5501-5540	02481 + 0255
5601-5640	02481 + 0256
5701-5740	02481 + 0257
5801-5840	02481 + 0258
5901-5940	02481 + 0259
6001-6040	02481 + 0260
6101-6140	02481 + 0261
6201-6240	02481 + 0262
6301-6340	02481 + 0263
6401-6440	02481 + 0264
6501-6540	02481 + 0265
6601-6640	02481 + 0266
6701-6740	02481 + 0267
6801-6840	02481 + 0268
6901-6940	02481 + 0269
7001-7040	02481 + 0270
7101-7140	02481 + 0271
7201-7240	02481 + 0272
7301-7340	02481 + 0273
7401-7440	02481 + 0274
7501-7540	02481 + 0275
7601-7640	02481 + 0276
7701-7740	02481 + 0277
7801-7840	02481 + 0278
7901-7940	02481 + 0279
8001-8040	02481 + 0280
8101-8140	02481 + 0281
8201-8240	02481 + 0282
8301-8340	02481 + 0283
8401-8440	02481 + 0284
8501-8540	02481 + 0285
8601-8640	02481 + 0286
8701-8740	02481 + 0287
8801-8840	02481 + 0288

UNIT and Number should appear on all your mail.