

# RESIDENT MAIL INFORMATION

## Mailbox Location

Phase I mailboxes are located in the Building A laundry room. Each resident is assigned a mailbox and corresponding mail combination, provided via email shortly after check-in.

Phase II mailboxes are located adjacent to the Building X office entrance. Each bedroom is assigned a mailbox and each resident is provided a mailbox key upon check-in.

## Mailing Address

Full Name

1100 East Victoria Street Apt #\_\_\_\_

Carson, CA 90746

Delivery may be delayed or prevented if mail is addressed to:

- Part of a resident's name (does not include first and last name).
- A resident's nickname (not the full name listed on our records).
- A name not currently on our official roster (i.e., a family member or friend's name).
- A wrong or missing apartment number.

## Mail Sorting & Distribution

***NOTE: Due to COVID-19 restrictions, mail delivery is limited for Fall 2020 and delays are to be expected.***

University Housing processes mail Monday-Friday, but not on weekends or campus holidays. All mail is first delivered to Facilities Services on campus before being brought to Housing. This includes packages shipped via Amazon, UPS, FedEx, or other carriers. As a result, there may be a 1-2 day delay from the time a package is received in Facilities and delivered to Housing.

If you receive a package or item too large to fit inside your mailbox, Housing will notify you via email that you have a parcel to be picked up in our office during specific hours.

## Outgoing Mail

***NOTE: Due to COVID-19 restrictions, Housing will not offer any of the outgoing mail services listed below until further notice.***

Residents using the US Postal Service can drop off outgoing mail with the correct amount of postage during business hours in Building A. Items that do not fit inside the drop box can be left with University Housing staff in Building A. Outgoing mail is dropped off around 9:00am and delivers it to the US Postal Service in the afternoon Monday through Friday.

Residents using a non-US Postal Service carrier (UPS, FedEx, DHL, etc.) can drop off outgoing mail during business hours in Building A. Residents are responsible for packaging, sealing, affixing the correct amount of pre-paid postage, and scheduling pickup.

University Housing does not provide or sell mailing materials (including, but not limited to, stamps, envelopes, packing tape, etc.).

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### **Mail Forwarding**

Upon a resident's checkout, mail is forwarded for up to three (3) months to the Mailing Address listed on the student's [My.csudh.edu](https://my.csudh.edu) account. The student is responsible for updating that address when they check out and for filing out an [official change of address with the US Postal Service](#) and all other carriers. Mail cannot be held and is not available for pick-up once you are no longer a resident. Any mail or package that Housing is unable to forward to your new address will be returned to sender or to the carrier.

### **Mail Questions**

Campus Facilities Services are unable to answer questions pertaining to resident mail. Any questions regarding your mail should be directed to Housing at (310) 243-2228 or [housing@csudh.edu](mailto:housing@csudh.edu).

- University Housing

*All information accurate as of August 24, 2020*