



UNIVERSITY HOUSING

RESIDENT MAIL INFORMATION

Mailbox Locations

- Phase I (Buildings B-O) mailboxes are located inside the Building A laundry room. Each resident is assigned a mailbox and corresponding mail combination, provided via email shortly after check-in.
- Phase II (Buildings P-W) mailboxes are located adjacent to the Building X office entrance. Each bedroom is assigned a mailbox and each resident of that bedroom is provided a mailbox key upon check-in.
- Phase III (Residence Hall) mailboxes are located in the Commons Building lounge. Each resident is assigned a mailbox and provided a mailbox key upon check-in.

Mailing Address

Your Full Name

1100 East Victoria Street, Apt or Room #

Carson, CA 90746

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

- 1000 East Victoria instead of 1100 East Victoria Street
- Resident's first or last name only instead of their full name
- Resident's nickname (i.e., not the name listed in our resident roster)
- A friend or family member's name (i.e., a name not on our resident roster)
- An incorrect or missing apartment or room number

Mail Sorting & Distribution

University Housing receives and processes mail Monday-Friday. There is no mail received or processed on weekends and campus holidays. All mail, including packages, is received in our main administrative office in the Commons Buildings of the Residence Hall during regular business hours (8:00am-5:00pm).

All US Postal Service mail is first delivered to Facilities Services on campus before being brought to Housing. This may include packages shipped via Amazon, UPS, FedEx, or other carriers. As a result, there can be a 1-2 business day delay from the time a package is received in Facilities and delivered to Housing to be processed.



If you receive a package or item too large to fit inside your assigned mailbox, Housing will notify you via email. Packages may be picked up at the front desk of the Commons Building Monday-Friday between 8:00am-5:00pm. Please wait until you receive an email notification before coming to the office to inquire about or pick up a package. A picture ID is required to pick up your package.

Outgoing Mail

Residents using the US Postal Service can drop off outgoing mail with the correct amount of postage during business hours at the front desk of the Commons Building. Outgoing mail is passed on once a day to Facilities Services staff, who will then deliver it to the local post office on the following business day.

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

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

Mail Forwarding

Upon moving out of Housing, mail is forwarded for up to six (6) months to the Mailing Address listed on the student's [My.csudh.edu](https://my.csudh.edu) student portal. The student is responsible for updating that address when they check out of Housing 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 Housing resident. Any mail or package that Housing is unable to forward to your new address will be returned to sender or to the carrier.

Questions About Mail

Any questions regarding your mail should be directed to Housing at (310) 243-2228 or housing@csudh.edu.