



## Marymount University Mail Service

This handout contains information

- for parents of resident students
- for resident students
- about Mail Services
- about our mailboxes
- about who can answer your mail-related questions

### For parents of resident students

Here is what parents of resident students should know:

- Please contact Mail Services to coordinate sending of packages prior to students' arrival on campus.
- Please get your student's mailbox (box) number (not room number) from them.
- You will speed the delivery of letters and packages if you follow this addressing format exactly:

Student's name  
Marymount University  
Student's mailbox (box) number (not room number)  
2807 N. Glebe Rd.  
Arlington, VA 22207

**Important:** Parents, when sending care packages, medicine, or money, make sure that you use overnight tracking. (i.e., FedEx, UPS, or USPS with certified mail receipt, delivery confirmation or registered mail).

### For resident students

Please follow these instructions to get mail service on campus:

1. Get a Marymount ID card from the ID & Parking Office located in Ireton Hall (you must have this first).
2. Go to the mailroom (location listed below under "Mail Services").
3. Get your mailbox location, number, and combination from the Mail Services staff.

Here is more information you should know:

- You can send letters and packages out from Mail Services: please have all packages at the mailroom by 1 p.m. for same-day shipment.
- UPS, FedEx and USPS couriers deliver between the hours of 10:30 a.m.-11:30 a.m. Mail pick-up is administered twice daily (10:30 a.m. & 3 p.m.)
- You can buy stamps when the Mail Services window is open (hours are posted below); customers are only allowed to purchase a maximum of three postage stamps per person.
- Incoming letters go to your mailbox.
- Incoming packages are delivered to Mail Services (not your mailbox).
- If you have a package, your name will appear on our online package list: we post a copy at the Rose Benté Lee Center mailbox board and Mail Services window.
- If your package contains a carrier's tracking bar code, you will receive an e-mail notice on your Marymount e-mail account upon arrival.
- You must go to Mail Services and display your Marymount ID to pick up your package.
- *You will get letters and packages faster if you tell senders to follow this addressing format exactly:*

Student's name  
Marymount University  
Student's mailbox (box) number (not room number)  
2807 N. Glebe Rd.  
Arlington, VA 22207

- All students who are not taking summer classes or working on campus are *required* to fill out a “Change of Address” form so their mail can be forwarded. Forms must be returned to our office for changes to take effect.

## Mailboxes

Resident student mailboxes are automatically assigned. Most resident student mailboxes are located in the top floor of the Rose Benté Lee Center, but some are located at the Mail Services office. (Ask our staff if you cannot locate yours).

Mail Services delivers mail to resident student mailboxes Monday through Saturday. They do not deliver on days the University is closed.

**Important:** All graduating students are asked to return their mailbox key to residence life, at the same time they turn in their dorm room key. A \$15.00 charge will be assessed to any student who fails to turn in his/her key.

## Location and hours

Main Campus  
Berg Hall, #BERG G106  
(703) 284-1494  
(x1494 on campus)  
[postalservice@marymount.edu](mailto:postalservice@marymount.edu)

The Mail Center window is open:  
M-F: 8 a.m. – 6 p.m. (summer hours: 8am-5pm)  
Sat: 9 a.m. – 1 p.m. (summer hours: 9 a.m. – 1 p.m.)

## Mail Services at the Ballston Center

You can access walk-in shipping services at the Ballston Center weekdays 9 a.m. – 1:30 p.m. in room #511.

## Questions?

If you have questions, please contact

Antonio King  
Mail Services Manager  
(703) 284-1494 (x1494 on campus)  
[antonio.king@marymount.edu](mailto:antonio.king@marymount.edu)