



## Marymount University Mail Service Information for student and parents

This handout contains information:

- for parents of resident students
- for resident students
- about Mail Services
- about our mailboxes
- locations and hour of operation
- on 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 should be informed that when sending care packages, medicine or money, to make sure that they send it using 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

### Important information about Mail Services

- you can send letters and packages out from Mail Services: please have all packages at the mailroom by 1pm for same day shipment
- UPS, FedEx and USPS couriers deliver between the hours of 10:30am-11:30am. Mail pick-up is administered twice daily (10:30am & 3:00pm)
- you can buy stamps when the Mail Services is open (hours are posted below); customers are only allowed to purchase a maximum of 3 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 Bente Lee Center mailbox board, Mail Services window, and Ostapenko Hall mailbox room
- if your package contains a carriers tracking bar code, you will receive an email notice on your *Marymount email account* upon arrival
- you must go to Mail Services and display your Marymount ID to pick up your package

**Important:** 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. It takes 3-4 weeks for this process to begin so please plan ahead.

## About our mailboxes

Resident student mailboxes are automatically assigned. Resident student mailboxes are located in the top floor of the Rose Bente Lee Center, Ostapenko Hall, Rowley Hall, and Berg Hall.

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 their key.

## Locations and hours of operation

### Main Campus

This is a full services location and is where residents would pick up any packages that don't fit in their mailboxes.

Berg Hall, #BERG G103  
(703) 284-1494  
(x1494 on campus)  
[postalservice@marymount.edu](mailto:postalservice@marymount.edu)

Hours of operation:

M-F: 7:30am-6pm (summer hours: 7:30am-5pm)

Sat: 9am-1pm (summer hours: 9am-1pm)

### Ballston center

This is our satellite location where we can assist you with shipping out envelopes and packages.

Ballston #511  
(703) 526-6891  
(x6891 on campus)  
[jbasurto@marymount.edu](mailto:jbasurto@marymount.edu)

Hours of operation:

M-F: 9am-1pm (summer hours may vary)

## Who can answer your questions?

*For general questions, please contact:*

Mail Services  
703-284-1494 (x1494 on campus)  
[postalservice@marymount.edu](mailto:postalservice@marymount.edu)

*For management related issues, please contact:*

Upen Malani  
Director, Campus Planning & Management  
[Upen.malani@marymount.edu](mailto:Upen.malani@marymount.edu)  
703-284-1491 (x1491 on campus)