

Package Delivery for Students, Faculty & Staff

With the holidays approaching, now is a good time to remind all members of our University community of the appropriate methods for having packages delivered.

Students living on campus need to include their room number, building wing letter and building name within their address. Please have your mail and packages addressed in the following manner:

Your Name

Millersville University (Optional)

Room #, Building Wing Letter (if applicable), Building Name

Millersville, PA 17551

Avoid these common mistakes that result in mis-delivery or non-delivery of mail and packages:

- No name listed
- Parent/guardian name as the recipient and not the student
- No residence hall listed
- Use of street numbers or names that are not accurate
- Use of addresses not approved by the USPS
- Any other campus address that is not in the format listed above

Faculty and staff are asked to use the following address for all mail:

P.O. Box 1002

Millersville, PA 17551

Packages that are work-specific can be sent to the faculty or staff's building address. If you do not know your building address, reach out to the mailroom at [717-871-7008](tel:717-871-7008). Faculty and staff should not have personal holiday packages mailed to the University.

During the holiday season, all delivery companies, including new services such as Amazon Flex, Uber and Lyft, will be using part-time and temporary employees. This means the likelihood of misdelivered packages will grow.

If you see a package in an odd location, please tell someone. If asked to sign for a package, check both the name and address before you sign for it. If you have questions or concerns, please call the mailroom at [717-871-7008](tel:717-871-7008).