

WELLESLEY COLLEGE

MAIL SERVICES

Summer 2014

Dear Incoming First Year Students, Transfer Students, and Davis Scholars,

We are looking forward to your arrival on campus in August. Listed below is information about mailing letters and packages to campus.

Attached you will find:

- A letter describing how student mail should be addressed to campus.
- A sample of the proper address format for future reference.
- A list of Zip+4's for the student unit mailbox numbers.
- Eight green **Wellesley College delivery labels** to be used to ship your packages using our special back to school package program.

Mail Services has made special arrangements with the United Parcel Service for delivery of packages directly to the residence halls for the opening of school. During the academic year all packages are delivered to the Campus Center Mail Service for pick up by students.

The earliest arrival date for packages will be August 26, 2014. If packages arrive before August 22nd they may be returned to sender. No special UPS fees apply-- this is just a special delivery program to residence halls.

Mail Services tries to work with all arriving international students to assist them in getting their packages to the residence halls. It is not always possible for you to use UPS when shipping from different locations.

Your Unit number and combination will be sent to you by email. Please bring your combination when you come to campus.

Mail Services is located on the second floor of the Wang Campus Center.

Mail Services is open Monday – Friday 10:00 a.m. – 4:30 p.m. for package pick up and 10:00 a.m. -3:00 p.m. for retail mailing services for items weighing up to 10 pounds. Student Mail Services also provides FedEx shipment for letters domestic and international.

Please stop by to see us when you arrive.

Sincerely,

Frances E. Adams



Wang Campus Center, Mail Center

21 Wellesley College Road, Wellesley, MA 02481 Tel 781.283.2304 Fax 781.283.2645

Wellesley College Student Mail Zip Code Information

(example)

Jane Wellesley
Unit XXYY
21 Wellesley College Rd
Wellesley MA 02481-02XX

(mailbox number)	UNIT	ZIP + 4	(mailbox number)	UNIT	ZIP + 4
	1001-1040	02481 + 0210		4901-4940	02481 + 0249
	1102-1140	02481 + 0211		5001-5040	02481 + 0250
	1201-1240	02481 + 0212		5101-2140	02481 + 0251
	1301-1340	02481 + 0213		5201-5240	02481 + 0252
	1401-1440	02418 + 0214		5301-5340	02481 + 0253
	1501-1540	02481 + 0215		5401-5440	02481 + 0254
	1601-1640	02481 + 0216		5501-5540	02481 + 0255
	1701-1740	02481 + 0217		5601-5640	02481 + 0256
	1801-1840	02481 + 0218		5701-5740	02481 + 0257
	1901-1940	02481 + 0219		5801-5840	02481 + 0258
	2001-2040	02481 + 0220		5901-5940	02481 + 0259
	2101-2140	02481 + 0221		6001-6040	02481 + 0260
	2201-2240	02481 + 0222		6101-6140	02481 + 0261
	2301-2340	02481 + 0223		6201-6240	02481 + 0262
	2401-2440	02481 + 0224		6301-6340	02481 + 0263
	2501-2540	02481 + 0225		6401-6440	02481 + 0264
	2601-2640	02481 + 0226		6501-6540	02481 + 0265
	2701-2740	02481 + 0227		6601-6640	02481 + 0266
	2801-2840	02481 + 0228		6701-6740	02481 + 0267
	2901-2940	02481 + 0229		6801-6840	02481 + 0268
	3001-3040	02481 + 0230		6901-6940	02481 + 0269
	3101-3140	02481 + 0231		7001-7040	02481 + 0270
	3201-3240	02481 + 0232		7101-7140	02481 + 0271
	3301-3340	02481 + 0233		7201-7240	02481 + 0272
	3401-3440	02481 + 0234		7301-7340	02481 + 0273
	3501-3540	02481 + 0235		7401-7440	02481 + 0274
	3601-3640	02481 + 0236		7501-7540	02481 + 0275
	3701-3740	02481 + 0237		7601-7640	02481 + 0276
	3801-3840	02481 + 0238		7701-7740	02481 + 0277
	3901-3940	02481 + 0239		7801-7840	02481 + 0278
	4001-4040	02481 + 0240		7901-7940	02481 + 0279
	4101-4140	02481 + 0241		8001-8040	02481 + 0280
	4201-4240	02481 + 0242		8101-8140	02481 + 0281
	4301-4340	02481 + 0243		8201-8240	02481 + 0282
	4401-4440	02481 + 0244		8301-8340	02481 + 0283
	4501-4540	02481 + 0245		8401-8440	02481 + 0284
	4601-4640	02481 + 0246		8501-8540	02481 + 0285
	4701-4740	02481 + 0247		8601-8640	02481 + 0286
	4801-4840	02481 + 0248		8701-8740	02481 + 0287
				8801-8840	02481 + 0288

UNIT and Number should appear on all your mail.

Put your daughter's Unit (mailbox) number and zip +4 codes in the appropriate space and save for future use.
This will be her mailing address for her **entire time** at Wellesley College.

Return address
Name
Street
City State Zip

Place
Stamp
Here

Student Name
Unit XYYZ
21 Wellesley College Road
Wellesley MA 02481-**02XX**

Please use Zip + 4 (see enclosed list)