



# Welcome to Alfred University

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## Campus Mail Services Powell Campus Center

Dear Student,

Welcome to Alfred University! We are excited you have chosen to experience all Alfred has to offer you.

To ensure you have a positive experience interacting with Campus Mail Services there are a few things you need to know. Please take a moment to review the information provided. If you have questions do not hesitate to call ext. 2666 during normal working hours, Monday-Friday 8:30a.m.-4:30p.m.

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### IMPORTANT FACTS TO REMEMBER

**What is my new address?** Your Alfred address is as follows. Replace your new mail box number with the XXXXs shown. All letters and packages are to be addressed in this manner.

**Student Name**  
**XXXX Powell Campus Center**  
**Alfred, New York 14802-1205**

**Can I buy stamps and/or envelopes at the Mailroom?** Yes. Stamps and pre-stamped envelopes are available for purchase at the mailroom. The cost of the stamps is at the current USPS posted rate. Cards not accepted, CASH ONLY.

**I tracked my package delivery and it shows my package has been delivered to the University. When can I pick up my package?** Packages are received daily and must be logged into the system prior to your picking up. Once your package is logged into the system, you will receive an email and/or text stating that you have a package. You may pick up your package at that time.

**Important Note:** When picking up packages you must present photo identification. This is for your protection; please do not ask us to give out your packages without your photo ID.

How long do I have to pick up my package? Due to space limitations, all packages must be picked up within **5 days** of receiving notification you have a package. If you do not pick up your package, it will be returned to the sender.

**What if I lose my key? What do I do?** If you lose your key a new one may be obtained for a non-refundable replacement charge.

Other important information to know:

- Mailroom hours are: Monday – Friday 8:30 a.m. – 4:30 p.m. while school is in session.
- Always bring your key to check your box.
- To ensure you receive your mail and packages in a timely manner, Mailroom personnel are not allowed to check your box for you.
- Mail is sorted daily and is available to you after 3:00p.m. Monday through Friday.