

## RECEIVING MAIL

Residents are assigned a mailbox with their room assignments. Mailboxes are located in the lobby of each building, and are assigned by room. Therefore, residents will be sharing a box with their roommate(s). Mail is distributed by 7:00PM Monday – Friday to these mailboxes by the Building Director. The Department of Residence Life does not accept weekend or holiday delivery and therefore, mail will not be distributed those days. The Department of Residence Life is also not open on college holidays and weekends and will not be able to accept packages during these times.

It is very important that student mail be addressed correctly:

**REGULAR MAIL** is addressed to the student at:

Student's Name  
Street Address (i.e. 127, 181, 260 Commonwealth Ave. or 164 Marlborough St.)  
Room ###  
Boston, MA 02116

**PACKAGES AND OVERNIGHT MAIL (FedEx, DHL, Express Mail, UPS, Certified Letters, etc.)**

should be addressed to the student at:

Student's Name  
Department of Residence Life – Bay State College  
35 Commonwealth Avenue, 1<sup>st</sup> Floor  
Room ###  
Boston, MA 02116

**Please Note:** The Department of Residence Life staff will only be able to sign for an item during normal business hours – Monday through Friday 8:30AM – 4:30PM. Residents will receive a package notification email if a package is received for them at the Office. Packages can be picked up in the office at 35 Commonwealth Avenue between the normal business hours stated above. Staff members cannot transport packages to the residence halls as the student is required to sign for the item.

## SENDING MAIL

Students cannot send mail directly from their residence hall or the office. If it is regular mail and the student has a stamp, there are various blue mailboxes in the blocks surrounding the buildings that they can drop the mail into.

**CLOSEST POST OFFICE:**

31 St. James, 1<sup>st</sup> Floor  
Near the Arlington Street Entrance

**CLOSEST FEDEX LOCATION:**

575 Boylston Street  
Two Doors Away from CVS