SOUTH CAMPUS APARTMENT RESIDENTS

Package and Mail Delivery Information

Upon check-in you will receive a key that will open your mail box. Your mailbox location will be noted on your key envelope. Your mailbox will be labeled with your building number and apartment number. Example: 311 Chinook Dr Apt 4 will be labeled 311-4.

Mail is delivered and handled by the United States Postal Service, USPS, for all of the South Campus apartments. The University does not accept or forward mail for apartment residents. You are responsible for checking your mail and making sure that you properly forward your mail upon vacating the apartment, even if you are moving to another apartment on South Campus.

Package Delivery- Packages sent via USPS are placed in a larger box located in the same location as your standard mail box. A key will be left in your standard mail box which you will use to open the larger box to remove the package. The key is numbered so you know which box to open and once you use the key in the proper box you will not be able to and should not remove the key. If the box is too large USPS will attempt to deliver to your door and/or leave you a notice that you may pick up your package at the Teall Ave Post Office.

Package delivery by other service companies such as UPS, FedEx, or others are made directly to your apartment. Be sure that you provide instructions on how you want the delivery handled by the delivery service company. We recommend that you never ask them to leave package at the door.

YOUR ADDRESS:                                               Example:
Name          John Doe
Building # Street Name Apt # 311 Chinook Dr Apt 4
Syracuse, New York 13210 Syracuse, New York 13210

PHONE NUMBERS

United States Postal Service USPS- Teall Ave 315/472-2002
226 Teall Ave., Syracuse, NY 13217
http://www.usps.com

FedEX 1-800-463-3339
http://fedex.com/us

UPS 1-800-742-5877
http://www.ups.com