MAIL AND SHIPPING

Shipment of Personal Effects

We recommend that you bring with you your most important items (including athletic uniforms). Items that you cannot bring with you may be shipped by United Parcel Service (UPS), Federal Express (FedEx), DHL, or motor freight carrier. There is no storage space on campus, so please plan accordingly.

Shipments before the Beginning of Fall Term

UPS, DHL, Fed Ex and Amazon can be picked up at Yale Student Receiving Center (YSRC). YSRC will be open from 10 am to 4 pm beginning August 12. You will receive an email when your UPS, DHL, Fed Ex or Amazon package is scanned at the YSRC at 250 Church Street (between Wall and Grove Streets). Due to limited space, please pick up your package(s) within 24 hours of your arrival on campus. Unclaimed packages will be returned to sender. USPS mail (including magazines, bank statements, cards and letters) is NOT accepted at the Student Receiving Center and is subject to be returned to the sender.

- Opens Saturday, August 17, 2019. Please have parcels begin to arrive Saturday, August 17, 2019
- Open on Saturday, August 24, and Saturday, August 31st. Closed on Sundays.
- Hours: 10 am – 4 pm

Consult your local delivery service office for information about the timing of your shipment and proper me of packaging. It is best to send all of your packages at the same time for shipment integrity and efficient delivery. Address all UPS, DHL, Fed Ex and Amazon packages following the sample below:

(Your Name)
Yale University
Student Receiving Center
250 Church Street, Lower Level
New Haven, CT 06510-1714

If you decide to use a motor freight carrier, you should make your own arrangements with the carrier of your choice. Please make sure that you discuss the details of storage and the pickup of your belongings with your carrier. To contact the Yale Student Receiving Center call 203-432-3766. If you have questions about receiving mail on campus call 203-436-4592.

Shipments after Fall Term Begins

Post Office Boxes for first-year students (to be used after you arrive to campus)

USPS at 206 Elm Street (also known as Yale Station) is normally open Monday-Friday from 9am-5:30 pm and Saturday from 8am-12pm but will have extended hours:

- Starting Saturday, August 24, 2019 – Saturday, September 14, 2019
- Hours: 8 am – 7 pm

Yale Station Post Office will be open for parcel pickup (for those students who have signed up and activated a post office box) Sunday, September 1, 2019 and Sunday, September 8, 2019 between 12:00 pm – 4:00 pm

In order to receive United States Postal Service (USPS) mail on campus, all students are required by U.S. postal regulations to have a U.S. Post Office Box. You cannot mail items to the US post office until you activate your post office box number. Follow the instructions below to obtain a post office box number that you can activate after you arrive to campus.

U.S. mail sent to you at Yale without your Post Office Box number or the Yale Station street address will be subject to delay in delivery, and in some cases will be returned to the sender. There is no direct delivery by U.S. mail to Yale buildings, so do not include the street address of your residential college or dormitory on packages sent by U.S. mail.

All letters and packages to your Post Office Box should be addressed according to the following sample:

(Your Name)
2016 Elm Street
Post Office Box Number ___________
New Haven, CT 06520-____ (the last 4 digits of your post office box #)

Letters and packages sent by U.S. mail can be picked up at the Yale Station post office, 206 Elm Street, during regular operating hours.
When you rent a Yale Station post office box you can receive additional services for free - street addressing, informed delivery, and signature on file services. Click here to read about Informed Delivery.

If you want the free services for your post office box, you will be given a form when you arrive at the tent next to the Mobile Unit. The Mobile units will be located on High Street, between Chapel and Elm Streets.

**Applying for a Yale Station Post Office Box**

If you are an international student, you must use a United States of America address and use a USA credit card to apply online for a post office box. If you do not have a USA credit card, go to the mobile unit on High Street, between Chapel and Elm Streets, after you arrive to campus, to apply for a post office box.

You can apply online for a post office box over the summer but you **cannot** mail shipments to your post office box until after you arrive to campus (see below). If you need to ship your items to campus over the summer, use one of the carriers noted above in the section, *Shipments Before the Beginning of the Fall Term.*

To apply online for a post office box:

**Complete an online application.**

- Click on Reserve a PO Box
- In the field box under Reserve a New PO Box type in zip code 06511
- Choose this post office:

  * Yale - Post Office
  * 206 Elm Street
  * New Haven CT 06511

- Select Size #1-XS and click on either the option payment for 3, 6 or 12 Months. If the item is too large to fit in the box, a notice will be left for the box holder and the item can be picked up at the postal counter.

- Click on Reserve Now

**Enter all requested information, including your e-mail address.** A confirmation letter will be sent to you via e-mail. Remember to print out a copy of your completed Form 1093 application and e-mail confirmation and bring both to the Yale Station Mobile Units along with two forms of identification, to activate your post office box when you arrive in August.

During the opening days of the college, mobile units will be located on High Street, between Chapel and Elm Streets.

If you have questions regarding online applications, use the online chat service, call USPS customer service at 800 275-8777, or call the U.S. Post Office at Yale Station at 203 773-3454 or Yale Mail Service at 203-436-4592