

# 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, and Fed Ex can be picked up at Yale Student Receiving Center (YSRC). The student receiving center is open from 10AM to 4PM Monday-Friday. They will be open for orientation on Saturday, August 25 from 10-4 pm. They are closed on Sunday. You will receive an email when your UPS, DHL, or Fed Ex package is scanned at the Yale Student Receiving Center at **250 Church Street (between Wall and Grove Streets)**. Due to limited space, please pick up your package(s) within 24 hours after you arrive to campus. Unclaimed packages will be returned to sender.

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. **Do not ship before Friday, August 10.** Address all UPS, DHL, and Fed Ex packages following the sample below:

(Your Name)  
Yale University  
(Your Residential College Name)  
250 Church Street  
New Haven, CT 06510

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.

## SHIPMENTS AFTER FALL TERM BEGINS

### Post Office Boxes (to be used after you arrive to campus)

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)  
Yale University  
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, real mail notification services, and signature on file services. [Click here to read about the free services for post office box holders.](#)

If you want the free services for your post office box, [click here for the form](#). Print and complete the form and bring it with you to one of the Mobile Units on campus.

**Mobile units will be located on High Street, between Chapel and Elm Streets.**

- **If your last name begins with A-L go to Mobile Unit 1.**
- **If your last name begins with M-Z go to Mobile Unit 2.**

## 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 on line for a post office box. If you do not have a USA credit card, go to one of the mobile units 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 at [www.usps.com](http://www.usps.com)

- Click on Track & Manage
- Click on Rent or Renew 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 and click on either the option payment for 6 months or 12 Months
- 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.

Mobile units will be located on High Street, between Chapel and Elm Streets. If your last name begins with A-L go to Mobile Unit 1. If your last name begins with M-Z go to Mobile Unit 2.

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.