

# WELLESLEY COLLEGE

## MAIL SERVICES

Summer 2022

Dear Incoming First Year Students, Transfer Students, Exchange Students, and Davis Scholars,

We are looking forward to your arrival on campus in August. Listed below is information about mailing letters and packages to campus.

Enclosed you will find:

- A letter describing how student mail should be addressed to campus.
- A sample of the proper address format for future reference.
- A list of Zip+4's for the student unit mailbox numbers.

**The earliest arrival date for accepting packages will be August 15, 2022.**

To access your unit number and combination go to Accessing Unit Box & Combination Number in Workday. Available in August.

Mail Services is located on the second floor of the Lulu Wang Campus Center.

Mail Services is open Monday – Friday 10:00 a.m. – 4:30 p.m. for package pick up and 10:00 a.m. -3:00 p.m.

for retail mailing services for items weighing up to 10 pounds.

Please stop by to see us when you arrive.

Sincerely,

Frances E. Adams



## FREQUENTLY ASKED QUESTIONS ABOUT MAIL ON CAMPUS

### 1. *How should mail be addressed to me at Wellesley College?*

This address format is recommended by the U.S. Postal Service.

Student Name

Unit XXYY

21 Wellesley College Road

Wellesley MA 02481- \_ \_ \_ \_ (please see zip+4 list to locate the correct zip+4 code.)

**Zip + 4 code is very important to insure proper delivery.**

### 2. *How can I prevent my mail from being delayed?*

Use your proper name and avoid the use of nick names. Use your middle initial when ever possible and notify Mail Services of any name changes.

Be sure to use the proper address format and zip + 4 code.

### 3. *How will I be notified if I have a package or item that requires a signature?*

Student Mail Services will email your college email account notifying you that you have an item that requires a signature at Student Mail Service. Please bring an ID.

Helpful websites:

<https://www.wellesley.edu/esp/entering/orientation> (for further information on new student orientation)

<https://www.wellesley.edu/mail/> (for more information about Mail Services on campus)

If you or your family needs to contact Mail Services about a problem, please email Fran Adams [fadams@wellesley.edu](mailto:fadams@wellesley.edu) or call 781-283-3564. We are happy to assist in any way we can.

Put your student's Unit (mailbox) number and zip +4 codes in the appropriate space and save for future use.

Return address  
Name  
Street  
City State Zip

Place  
Stamp  
Here

**Student Name**

**Unit XXYY**

21 Wellesley College Road

Wellesley, MA 02481- \_ \_ \_ \_

(please see zip+4 list to locate  
the correct zip+4 code.)

Please use zip +4 codes (see enclosed list)

Mailbox Unit number		Mailbox Unit number		Mailbox Unit number	
Unit	Zip+4	Unit	Zip+4	Unit	Zip+4
1001-1025	02481-0210	3301-3325	02481-0233	5601-5625	02481-0256
1026-1040	02481-0310	3326-3340	02481-0333	5626-5640	02481-0356
1101-1125	02481-0211	3401-3425	02481-0234	5701-5725	02481-0257
1126-1140	02481-0311	3426-3440	02481-0334	5726-5740	02481-0357
1201-1225	02481-0212	3501-3525	02481-0235	5801-5825	02481-0258
1226-1240	02481-0312	3526-3540	02481-0335	5826-5840	02481-0358
1301-1325	02481-0213	3601-3625	02481-0236	5901-5925	02481-0259
1326-1340	02481-0313	3626-3640	02481-0336	5926-5940	02481-0359
1401-1425	02481-0214	3701-3725	02481-0237	6001-6025	02481-0260
1426-1440	02481-0314	3726-3740	02481-0337	6026-6040	02481-0360
1501-1525	02481-0215	3801-3825	02481-0238	6101-6125	02481-0261
1526-1540	02481-0014	3826-3840	02481-0338	6126-6140	02481-0361
1601-1625	02481-0216	3901-3925	02481-0239	6201-6225	02481-0262
1626-1640	02481-0201	3926-3940	02481-0339	6226-6240	02481-0362
1701-1725	02481-0217	4001-4025	02481-0240	6301-6325	02481-0263
1726-1740	02481-0202	4026-4040	02481-0340	6326-6340	02481-0363
1801-1825	02481-0218	4101-4125	02481-0241	6401-6425	02481-0264
1826-1840	02481-0203	4126-4140	02481-0341	6426-6440	02481-0364
1901-1925	02481-0219	4201-4225	02481-0242	6501-6525	02481-0265
1926-1940	02481-0204	4226-4240	02481-0342	6526-6540	02481-0365
2001-2025	02481-0220	4301-4325	02481-0243	6601-6625	02481-0266
2026-2040	02481-0205	4326-4340	02481-0343	6626-6640	02481-0366
2101-2125	02481-0221	4401-4425	02481-0244	6701-6725	02481-0267
2126-2140	02481-0321	4426-4440	02481-0344	6726-6740	02481-0367
2201-2225	02481-0222	4501-4525	02481-0245	6801-6825	02481-0268
2226-2240	02481-0322	4526-4540	02481-0345	6826-6840	02481-0368
2301-2325	02481-0223	4601-4625	02481-0246	6901-6925	02481-0269
2326-2340	02481-0323	4626-4640	02481-0346	6926-6940	02481-0369
2401-2425	02481-0224	4701-4725	02481-0247	7001-7025	02481-0270
2426-2440	02481-0324	4726-4740	02481-0347	7026-7040	02481-0370
2501-2525	02481-0225	4801-4825	02481-0248	7101-7125	02481-0271
2526-2540	02481-0325	4826-4840	02481-0348	7126-7140	02481-0371
2601-2625	02481-0226	4901-4925	02481-0249	7201-7225	02481-0272
2626-2640	02481-0326	4926-4940	02481-0349	7226-7240	02481-0372
2701-2725	02481-0227	5001-5025	02481-0250	7301-7325	02481-0273
2726-2740	02481-0327	5026-5040	02481-0350	7326-7340	02481-0373
2801-2825	02481-0228	5101-5125	02481-0251	7401-7425	02481-0274
2826-2840	02481-0328	5126-5140	02481-0351	7426-7440	02481-0374
2901-2925	02481-0229	5201-5225	02481-0252	7501-7525	02481-0275
2926-2940	02481-0329	5226-5240	02481-0352	7526-7540	02481-0375
3001-3025	02481-0230	5301-5325	02481-0253	7601-7625	02481-0276
3026-3040	02481-0330	5326-5340	02481-0353	7626-7640	02481-0376
3101-3125	02481-0231	5401-5425	02481-0254	7701-7725	02481-0277
3126-3140	02481-0331	5426-5440	02481-0354	7726-7740	02481-0377
3201-3225	02481-0232	5501-5525	02481-0255		
3226-3240	02481-0332	5526-5540	02481-0355		