



William & Mary Postal Services

<u>Package Pickup Window</u>	<u>Stamp Sales Window</u>
M-F 8am-5:30pm	M-F 9am-4pm
Saturday 10:30am-2:30pm	Closed on Weekends
Closed on Holidays	Closed on Holidays

Addressing Your Mail

- United States Postal Service**

FIRST AND LAST NAME
CSU #####
P.O. Box 8795
Williamsburg, VA 23187

- UPS, FEDX, DHL (Amazon)**

FIRST AND LAST NAME
CSU #####
200 Stadium Drive
Williamsburg, VA 23186

Please default to using the 200 Stadium Drive address if the courier is unknown

Your CSU (Mailbox)

- Your CSU is assigned to you until you graduate, transfer, or withdraw. If you will be a 5th year senior please notify our office.
- Your mailbox number can be found on the home page of your housing portal at least two weeks prior to the start of each semester. Please email us if your box assignment is needed prior to this time.

Mail Distribution

- Mail is held for 30 days. After 30 days it may be returned to the sender.
- Please allow at least one hour from the time you receive an email before coming to pick up (this may be longer during peak mail times).
- Please have your Tribe ID out when picking up mail.

Forwarding Your Mail

- If you graduate/withdraw/transfer/study abroad, please submit a forwarding card. Mail will be forwarded for up to 1 year.
- When possible all mail over the summer is forwarded to your mailing address in Banner. If you move, please keep your address in Banner up-to-date. If you will be staying on campus over the summer, please notify us.

Address:	Phone:	For Additional Information:
Postal Services	Main Line 757-221-4491	Please visit the Postal
PO Box 8795	Student Mail Supervisor 757-221-7943	Services page on the W&M
Williamsburg, VA 23187	Manager 757-221-7909	website

