



William & Mary Postal Services Welcomes You to the William & Mary Family!

Here at the campus Post Office we are excited to serve you. We constantly strive for excellence. Realizing that we do not always obtain it. We hope together we can continue to learn and grow while treating everyone with the upmost respect and integrity. Know that you belong here at William & Mary. We together with the rest of the William & Mary family are here to ensure you flourish for all time and never lose your sense of curiosity.

<p>Student Service Window</p> <p>Monday-Friday 8:00am-5:30pm Saturday 10:30am-2:30pm Closed on Holidays</p>	<p>Stamp Sales Window</p> <p>Monday-Friday 9:00am-4:00pm Closed on Weekends and Holidays</p>	<p>For Additional Information, Current Postal Tips, and FAQ's can be found online at: http://www.wm.edu/offices/facilities/services/postalservices/postal-tips/index.php</p>
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Mail Distribution

- Mail will be held for 30 days. After 30 days it will be returned to sender.
- Please allow at least one hour from the time you receive an email for the slip to be placed in your box (this may be longer during peak mail times).
- Retrieve your slip from your box and bring it to the counter with your Tribe ID.

Addressing Your Mail

For United States Postal Service Deliveries, use this address format:

FIRST AND LAST NAME
CSU ####
P.O. Box 8793
Williamsburg, VA 23187-8793

For all other couriers (UPS, FEDX, DHL & Airborne Express), use this format:

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

What's that slip in my box?

The slip in your box announces the arrival or an oversize piece of mail. Present the slip at the Student Service Window with your ID. You will receive an email from parcel@wm.edu approximately 1 hour before your slip is placed in your box.

Lost Key

If you have lost your key, you are allowed three Box Checks. Box Checks are when a Postal Services staff member retrieves your mail for you. After the third Box Check, you must replace your key. A \$25.00 fee will be charged for all key replacements.

Forwarding Your Mail

If you are graduating, transferring or withdrawing, it is essential that you return your mailbox key to Campus Postal Services, not your RA, and submit a Forwarding Card. Your mail will be forwarded for one year. If you fail to return your key, you will be charged \$25.00 for a lock replacement.

Your Mailbox

Your College Station Unit (CSU) or Mailbox Number is assigned to you until you graduate or withdraw.

<p>Address: Postal Services PO Box 8795 Williamsburg, Virginia 23187</p>	<p>Phone: Main Line: 757-221-4491 Student Mail Supervisor: 757-221-7943 Manager: 757-221-7909</p>	<p>The William & Mary Post Office is looking for motivated students to join our team! If you're interested please email us!</p>
<p>E-mail: wmpostoffice@wm.edu</p>		