

YOUR STUDENT LOVES TO RECEIVE MAIL!



Your Guide to Mail and Packages at Kent State University

University Mail Services teamed up with the Department of Residence Services to provide this guide about successfully sending and receiving mail for students at the Kent Campus.

ADDRESSING STUDENT MAIL

You should address all mail and packages (including UPS and Fed Ex) as follows:

Student Name	Jayne Smith
Residence Hall Name — KSU	Prentice Hall - KSU
Area Desk Name	New Front/Centennial Area
Area Desk Address	Desk 225 Midway Drive
Kent, Ohio 44243	Kent, Ohio 44243

AREA DESK ADDRESSES

New Front/Centennial Desk — 225 Midway Drive, Kent, Ohio 44243

Located in Dunbar Hall

Desk serves students in: Prentice, Dunbar, Verder, Engleman and Centennial Court (A-F)

Phone: 330-672-3610

Quad Desk — 375 Janik Drive, Kent, Ohio 44243

Located in Stopher Hall

Desk serves students in: Olson, Lake, Stopher and Johnson

Phone: 330-672-3600

Tri-Towers Desk — 1525 Leebrick Drive, Kent, Ohio 44243

Located in Tri-Tower Rotunda

Desk serves students in: Wright, Koonce, Leebrick and Korb

Phone: 330-672-3244

Twin Towers Desk — 575 Senhauser Drive, Kent, Ohio 44243

Located in Twin Towers Center

Desk serves students in: Beall, McDowell, Allyn, Clark, Fletcher, Manchester and VanCampen

Phone: 330-672-3915

MAIL SERVICES AND LOCATIONS

Mail Services is located on the ground floor of the Administrative Services Building at 1500 Loop Rd. and is a university run and funded department. Mail Services is where mail and packages from the United States Postal Services (USPS) are processed, sorted and sent out for delivery to the residence halls and university offices. Mail Services has a counter for stamp sales, package shipping and other postal information. The only payment methods accepted are cash or check. Hours of operation are from 7:30 a.m. to 4:30 p.m. Monday through Friday. Currently, Mail Services handles only mail and packages sent via USPS.

Phone: 330-672-2164.

www.kent.edu/mailservices

The **Post Office** in the Kent Student Center is located on the Lower Level and is a contract unit of the USPS. No mail is delivered to or distributed from this location. However, for the convenience of the university community, stamps, envelopes, shipping material and package services are offered at the counter. The Kent Student Center Post Office accepts cash or check. Kent Student Center Post Office hours are 7 a.m. to 1 a.m. Monday through Saturday and 9 a.m. to 11 p.m. Sunday. The hours may vary during breaks and holidays.

Phone: 330-672-8189.

www.kent.edu/usps

KENT, OHIO ZIP CODES

- **44240** is the ZIP code for Kent residents; students who live off-campus will use this ZIP code.
- **44242** is the main ZIP code for all Kent State University addresses except for university residence halls.
- **44243** is the exclusive ZIP code for Kent State University residence halls.

MAILING GUIDELINES AND TIPS



MAKE SURE YOUR MAIL ARRIVES QUICKLY BY FOLLOWING THESE SUGGESTIONS:

- When tracking a USPS package, an online status that indicates the package is in Kent does not necessarily mean that it has been received, processed, sorted and delivered to the student's mailbox. We attempt to make delivery the same day as the package is received from the Post Office, but on occasion the process cannot be completed until the next working day.
- USPS Express package delivery dates and times will vary depending on postal and Mail Services' delivery schedules. An overnight Express package mailed late Thursday may not be delivered to the student until the next Monday (or Tuesday if a Monday is an observed holiday).
- Delays in delivery can occur if the name or address is incorrect or incomplete.
- Students should receive notification of package availability with a slip in their mailboxes by 8 p.m. on the day of delivery.
- Packages will be held for 10 days before being returned. A second notification will be placed in the student's mailbox five days prior to return of the package.
- Mail Services or Residence Services cannot be responsible for breakage of fragile objects, delays in delivery by the USPS, illegal or unlawful contents or freshness of perishable material.
- In the case where a student receives a Postage Due slip, the student must go to the Kent Post Office at 626 Franklin Avenue to pay the postage due before the item will be released.