

# PTS Student Mailroom Guide

## Location

The PTS Mailroom is located on the ground level of the Mackay Campus Center

## Mailroom Hours of Operation

The mailroom business hours are 8:30 a.m. to 4:30 p.m.

## Incoming Mail

All student mail is delivered to the student mailboxes.

Incoming U.S. Mail arrives at the mailroom at approximately 9:30 a.m. The mail is usually sorted and out into the mailboxes by 11:30 a.m. Packages that will not fit into the boxes are held aside and a package notice will be placed in the box. Due to the lack of storage space all packages should be picked up promptly. **A signature is required for all packages.**

## Your mail should be addressed as follows:

Your name  
Princeton Theological Seminary  
SBN\_\_\_\_  
P.O. Box 5204  
Princeton, NJ 08543-5204

## Outgoing Mail

The mailroom staff delivers outgoing mail to the Princeton Post Office at 3:30 p.m. All outgoing mail should be brought to the mailroom at least 45 minutes in advance in order to make the afternoon delivery.

## Types of Mail and Packages Accepted

- Campus Mail to any PTS department, employee or student
- Stamped Mail (postage can be purchased in the mailroom)
- All PTS related mail
- First Class Mail
- Metered Packages
- Students and student organizations who would like to distribute a mass mailing to all SBNs must have permission from the Dean of Student Life.

**The PTS mailroom staff cannot process personal mail that requires further handling and processing in the post office lobby. This includes but is not limited to Express Mail, Certified Mail, Insured Mail, Delivery/Signature Confirmations and International Mail requiring a customs form.**

## Campus Mail Policies and Procedures

- Mailboxes are the property of Princeton Theological Seminary. PTS mailroom staff will be responsible for processing incoming student U.S. Mail and internal student mail deliveries.
- Students will be responsible for checking their mailbox at least one time each day they are on campus. It is important to do so since all Seminary generated mail e.g. grades and pay checks will be addressed to these boxes.
- At no time will the mailroom staff accept call inquiring about the contents of their mailbox.
- Be sure to have your key with you when picking up mail, at no time should the mailroom staff be asked to retrieve your mail from your student mailbox.
- Please return your assigned key to the Office of Housing and Auxiliary Services when you graduate, withdraw, take a leave of absence or internship, or no longer need it.
- There will be a \$15.00 replacement charge for a lost key.

## Summer SBN Policy

- Mailboxes will be closed on the Monday following commencement for graduating students and students who are on a leave of absence and or/withdrawing. If students wish to keep their box open until July, 31, the information on the forwarding address form must be completed. When your box is closed, only first class U.S. mail will be forwarded until August 31. Please return the key to the Office of Housing and Auxiliary Services.
- Returning students who are not living in PTS housing during the summer months must leave a forwarding address. Only first class mail will be forwarded. Please keep your key for the summer.
- Returning students who live within a 5 mile radius must use their SBN, mail will *not* be forwarded. Please keep your key for the summer.
- Returning students on an internship should return their mailbox key; however they will keep the same box number when they return to campus the following year.
- Magazines will *not* be forwarded or held for students during the summer.

## PACKAGE DROP OFF SERVICE

To send a package, arrange and pay for the shipment on the carrier's website (Fedex, UPS or DHL only). Print out shipping labels and any required documents. Make sure items are in a sturdy box with clearly marked delivery and return address labels. Take it to the mailroom (UPS, Fedex or DHL ONLY)—DHL is used for international shipments only. There is a pick up fee if DHL is used, which must be prepaid online. The mailroom can not complete or sign any required documents for your shipment. You can also send a package USPS directly through the mailroom. The Seminary assumes no liability for any personal shipments under any circumstances. Alternately, students may take packages to carrier's closest drop off point.

Please note if packages are less than one pound postage can be purchased at the PTS mailroom. Anything over a pound or requiring a custom's declaration must be taken to the post office.