

# Residential Mailing Addresses

*Your mail will be delivered directly to your residence hall by Mailing Services, but packages delivered by most carriers (U.S. Express Mail, Fed Ex, UPS, etc.) will be sent to DocuZip in the Student Union.*

## *Mail Delivery/Pick-Up* Delivery

It is important to use the addresses as listed. Otherwise, your mail may be delayed in its delivery or returned to sender by the post office.

### **STANDARD MAIL (E.G. CARDS, LETTERS, MAGAZINES, NEWSPAPERS):**

**Address Format:**

Your Name Here  
The University of Akron  
Residence Hall/Room Number/Room Letter  
P.O. Box 1350  
Akron, OH 44309

### **PACKAGES (OR VENDORS WHO WILL NOT SEND PACKAGES TO A P.O. BOX):**

**Address Format\*:**

Your Name Here  
The University of Akron  
DocuZip 219  
Residence Hall/Room Number/Room Letter  
303 East Carroll St.  
Akron, OH 44325

***\*This address should NOT be used for standard U.S. Mail.***

## **Pick-Up**

Mail is picked up once a day Monday through Friday.

## *Package Pick-Up*

DocuZip is located on the second floor of the Student Union in Room #219. Students may pick up packages Monday through Friday, 8am-6pm. The office is closed on weekends.

DocuZip will only accept packages for those students who reside on campus. Please be sure to avoid using pet names or aliases as those names do not appear in our listing.

## *Other interesting facts about DocuZip ...*

- Sells stamps
- Ships UPS packages
- Copying services
- Serves as copy/distribution center for class packets

For more information regarding any of these services, please call 330-972-7870.