

LEAVING CAMPUS?

If you've graduated, you'll want to make sure that your mail follows you. Make certain to do the following:

1.) Clean out your mailbox and collect any remaining packages you have.

2.) File a change-of-address form with the United States Postal Service, so that any inbound mail intended for you is redirected to your new home. You can find the form at:

<https://moversguide.usps.com/mgo/disclaimer>

3.) If you've done business with anyone while at Wittenberg, you'll want to contact them and tell them you've moved.

Some examples might include your doctor or dentist's office, your bank, Amazon, etc.

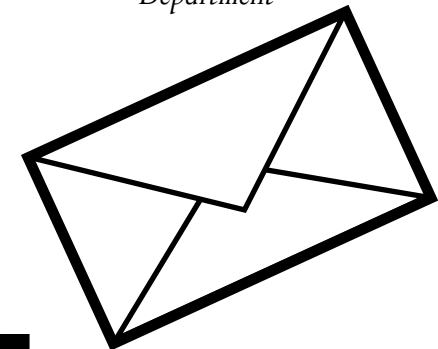


wittenberg
UNIVERSITY

STUDENT MAIL HELP

**(From Your First Day On
Campus to Graduation)**

*Wittenberg University Mail
Department*



NEED HELP? TRY CALLING WITTENBERG MAIL DEPARTMENT:

Michael J. Lindeman, Coordinator
Phone: 937-327-6300
Email: lindemanm@wittenberg.edu

JUST ARRIVING? TRY THIS:

Every Wittenberg student gets their own mailbox. That mailbox stays with you for your entire academic career at Wittenberg. You'll want to know your specific mailbox number....you can find your mailbox number either on the MyWitt portal at the bottom right of the main page, or at the top of your Housing portal page.

In order to make certain that your packages and mail are processed quickly, make certain to use the proper addressing information:

(Your Name)

Wittenberg University (*Your Campus Box #*)

PO Box 6100

Springfield, OH 45501

**Or, if you need an address
without a PO BOX number...**

(Your Name)

Wittenberg University (*Your Campus Box #*)

734 Woodlawn Ave

Springfield, OH 45504

TIPS FOR MAIL AND PACKAGES

When it comes to getting your mail and/or packages on-time, it's best to keep the following information in mind:



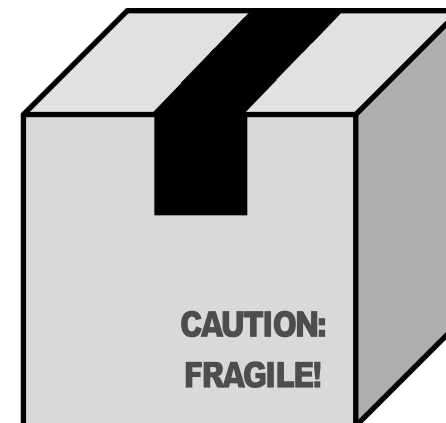
Making mail easy with a few helpful hints!

- Make sure you include your name and campus box number in the address, so that it is clear who the package or letter is intended for.
- Packages or mail sent to you should use your legal name. Avoid using nicknames, as this can make it harder for us to determine that a particular package or mailpiece belongs to you.
- Use either the PO Box 6100 address or the 734 Woodlawn address. Avoid sending letters or packages directly to your residence or dorm, since we have no way of securing those items for you.
- When ordering perishable goods (especially frozen items), bear in mind that the Student Mail Office does not have cold storage....pick up packages promptly, especially if the package is perishable.
- If you're having something very important sent to you, we recommend utilizing a service that offers a tracking number wherever possible.
- Any time a package is sent to you here at the University, you will receive an automated e-mail from

the Mail Department informing you once we've received it and have logged it into our system.

- If you have a problem with receiving a package for any reason, have questions, or need further guidance, do not hesitate to call or e-mail the mail department. Contact data is included on this pamphlet, as well as being available on the Wittenberg website:

<https://www.wittenberg.edu/administration/businessservices/campus-mail-room>



WITTENBERG UNIVERSITY

MAIL DEPARTMENT, RECITATION HALL
3 W. CAMPUS DRIVE
SPRINGFIELD, OH 45504

Michael J. Lindeman, Coordinator
Phone: 937-327-6300
Email: lindemanm@wittenberg.edu

PO BOX ADDRESS

DIRECT ADDRESS (ON CAMPUS)