RESIDENT MAIL INFORMATION

Receiving Mail

Mailbox Location

Phase I mailboxes are located in the Building A laundry room. Each resident is assigned a mailbox and corresponding mail combination provided upon check in.

Phase II mailboxes are located adjacent to the Building X office entrance. Each bedroom is assigned a mailbox and each resident is provided a mailbox key upon check in.

Mailing Address

Resident Name
1100 E. Victoria Street Apt #___
Carson, CA 90746

Delivery may be delayed or prevented if mail is addressed to
- part of a resident’s name (does not include first and last name)
- a resident’s nickname (not the given name listed with the University)
- a name not currently on our official roster (including resident’s family or friends)
- a person without an apartment number

Mail Service Process

University Housing receives and processes mail Monday through Friday (not on weekends or campus holidays). Campus Mailing Services picks up US Postal Service mail in the afternoon and delivers it to University Housing the following morning. Non-US Postal service carriers (e.g. FedEx, UPS, OnTrac or DHL) deliver packages throughout the day during operating hours. Amazon.com uses their own delivery service (Amazon Logistics), which often attempts to deliver packages after our office hours and/or directly to a resident’s door rather than to Building A. Each resident is responsible to ensure that Amazon is given the proper instructions regarding when and where to deliver their package.

University Housing staff sorts the mail and delivers it to resident mailboxes by 5:00pm. However, please note, postal tracking services can list a package as in Carson, however it is not in a resident’s mailbox because it is still in transit to University Housing or being logged into the mail system.

Residents receiving mail that does not fit in their mailbox (e.g. packages) will receive a package notification slip in their mailbox. Residents will need to bring the Package Notification Slip and a Picture I.D. to Building A during operating hours to retrieve their mail.

Mail Forwarding

Upon a resident’s checkout, mail is forwarded for six months to the Mailing Addressed listed on the resident’s my.csudh.edu account. The resident is responsible for keeping this address updated as well as updating the US Postal Service and any entities sending the resident mail to prevent mail being returned to sender.

Mail Questions

Questions regarding mail should be directed to University Housing Building A 8:00am – 5:00pm Monday through Friday.

Please note, Campus Mailing Services only processes university mail and is unable to answer any questions pertaining to resident mail.

All information accurate as of August 1, 2015
RESIDENT MAIL INFORMATION

Sending Mail

Mailbox Location
Residents are responsible for packaging, sealing, affixing the correct amount of pre-paid postage and scheduling pickup with any non-US Postal Service carrier (e.g. FedEx, UPS, OnTrac or DHL). University Housing does not provide or sell mailing materials (including but not limited to stamps, envelopes, etc.).

Mail Service Process
Residents using the US Postal Service can drop off outgoing mail during operating hours in Building A above the cash Wash Laundry machine or in Building X. Parcels that do not fit within the drop box can be dropped off with University Housing staff in Building A. Campus Mailing Services picks up outgoing mail around 9:00am and delivers it to the US Postal Service in the afternoon Monday through Friday.

Residents using a non-US Postal Service carrier can drop off outgoing mail during operating hours with University Housing staff in Building A. Non-US Postal Service carriers pick up outgoing mail according to the time of your scheduled pickup.

Please note, University Housing does not provide mailing materials (including but not limited to stamps, envelopes, tape, etc.)

Mail Questions
Questions regarding mail should be directed to University Housing Building A 8:00am – 5:00pm Monday through Friday.

Please note, Campus Mailing Services only processes university mail and is unable to answer any questions pertaining to resident mail.

All information accurate as of August 1, 2015