Please utilize the correct mailing address format, specific to your residence hall (please see reverse side).

- Only use registered name, do not use nicknames or aliases.
- Do not utilize the term, “PO Box” in the address block, as it may cause delays and possible non-delivery.
- Only use approved carriers: USPS, UPS, FedEx, DHL and Amazon Prime Deliveries.
- When tracking an article from any approved carrier, an online status that indicates the package is delivered does not necessarily mean that it has been processed and ready for pick at the student mail centers. Please wait until you have received an email notification from UML Mail Services.
- Campus residents are required to provide their UML student ID to claim an article.
- Articles will be held for 7 days before being returned to sender.
- Student Mail Centers cannot be responsible for breakage of fragile objects, delays in delivery by a carrier, illegal or unlawful contents or freshness of perishable material.
- SMC's will refuse ALL hazardous materials, weapons, alcohol/drugs and packages over 70lbs.

Please visit our website @ uml.edu/studentmail for more additional detailed information.