

# UNIVERSITY MAIL CENTER STUDENT PACKAGES



## WHERE'S MY PACKAGE?

**University Mail Center**  
Facilities Management Building  
4401 Powhatan Avenue  
**Monday – Friday from 8 am to 5 pm**

## HOW DO I KNOW IT'S READY FOR PICK UP?

You will receive an email and/or text message **from the MAIL CENTER (not your carrier)** that your package is ready for pick-up.

**The email and/text message will look like this:**

Your package is ready for pick up at the University Mail Center @ 4401 Powhatan Ave. PACKAGE PICK UP TIME IS 8:00 AM TO 5:00 PM MONDAY - FRIDAY

Tracking  
#:9114999944314147248131  
Carrier:USPS  
From:  
Notes:TEST

## HOW DO I LABEL MY PACKAGE?

First Name Last Name  
Street Address  
Residence Hall Name (i.e. Powhatan Apartments)  
Room or apartment number  
Norfolk, VA 23508



**Know your dorm's postal address, scan here:**

