



Mail Services General Information

Location: Bill Daniel Student Center

Hours: Monday through Friday, 7:30 am to 5:30 pm
Saturday, 9:00 am to 11:00 am
Sunday, Closed

Shipping Options: United States Postal Service, UPS and FedEx

Payment Accepted: Cash, Checks, BearBucks, Visa, Mastercard and Discover

Phone Number: 254-710-1310

Email Address: Campus_Mail@baylor.edu

Students must present a Baylor identification card for package pick up.

The following is an example of how student mail and packages should be addressed. All students residing in an on-campus residence hall will be issued a campus mailbox. Specific mailbox assignment information will be e-mailed to the student's Baylor e-mail address prior to the fall semester.

Student Name
One Bear Place #XXXXX
Waco, TX 76798-XXXX

Please feel free to call the Mail Center for additional information or visit our website at www.baylor.edu/mail. Select Mail Center on the left hand side of the page.

Frequently Asked Questions

The shipping company is stating they cannot ship to a PO Box, only a physical address. What do I do? One Bear Place addresses are not PO Boxes and can be used as a physical address. All student packages should be sent to the specific One Bear Place number for the student. (see address sample above).

How do I get a mailbox key? Mailbox keys will be issued at the beginning of the fall semester beginning on move-in day.

Can I rent a mailbox if I live off-campus? Only students residing in an on-campus residence hall are issued mailboxes.

(On-campus residence halls include: Alexander, Allen, Brooks College, Brooks Flats, Collins, Dawson, Kokernot, Martin, Memorial, North Russell, North Village, Penland, and South Russell.)