1. Student mailbox addresses will be available August 1st of each year. Address can be located in BearWeb under Personal Information, Campus Box. **DO NOT** send packages or mail prior to receiving the student’s individual mailbox address.

2. All students living in the following residence halls will be assigned a mailbox at the Bill Daniels Student Center for letter & package mail.

   - Alexander
   - Allen
   - Collins
   - Dawson
   - Kokernot
   - North Village (University, Texana & Heritage)
   - Martin
   - Memorial
   - Penland
   - Russell (North & South)

   The following residents will have on-site mailboxes for letter mail. Packages are picked up at the Bill Daniel Student Center.

   - Brooks (Residential College & Flats)
   - East Village (Earle & Teal)

3. Sample of how to address student mail:

   Student Name
   1 Bear Place #XXXXX (insert box number here)
   Waco, TX 76798

4. Students can pick up mailbox keys at the Bill Daniel Student Center during move-in. Tables will be set up in the lobby or lounge area. A student ID will be needed for identification.

5. Notification will be sent to the student’s Baylor email address when a package arrives. The student needs to bring their Baylor ID card and notification email to the service window (can be shown on smart phone).

6. Additional information can be found at [www.baylor.edu/mail](http://www.baylor.edu/mail). Follow the Mail Center link for hours and contact information.

7. Items needing to be shipped prior to August 1st can be coordinated through Campus Crates (not associated with Baylor Mail Services). Find more information at [https://www.baylor.edu/cll/index.php?id=872062](https://www.baylor.edu/cll/index.php?id=872062) or [www.campuscrates.com](http://www.campuscrates.com).

8. Amazon lockers are available for deliveries and returns in the Bill Daniel Student Center, door directly across from the Bear Pit/off the lounge area. This service is not associated with Baylor Mail Services. Any communication should be directed to Amazon customer service.