

ESU MAIL SERVICES GUIDE

ON-CAMPUS RESIDENCE HALLS AND SUITES:

US Postal Service Mail is delivered (Monday-Friday, excluding legally recognized holidays) by the University Campus Mail staff to each residence hall mailroom.

The mail is then distributed to the resident's assigned mailbox. (The mailbox number is the same as student's room number.)

Please use the following example for a mailing address:

Full Name
East Stroudsburg University
Residence Hall Name and Room Number
200 Prospect Street
East Stroudsburg, PA 18301

UNIVERSITY RIDGE APARTMENTS, 400 EAST BROWN STREET, EAST STROUDSBURG, PA:

The mail and package delivery services are performed by the U.S. POST OFFICE. Please use the following EXAMPLE for a mailing address:

Full Name
University Ridge Apartments, Apartment Number
400 East Brown Street
East Stroudsburg, PA 18301

PRIVATE PACKAGE COMPANIES:

University students are also serviced by private package companies (couriers) for deliveries made directly to residence halls suites and University Ridge Apartments. This includes DHL, Federal Express, UPS, etc. Please use the address format above.

RECOMMENDATIONS AND TIPS:

It is recommended that cash **not** be sent in the mail. The United States Postal Service and East Stroudsburg University are not responsible for loss or replacement of cash. Money orders may be redeemed at the East Stroudsburg Post Office. Western Union has established Wal-Mart and Rite Aid in East Stroudsburg as receiving agents. MoneyGram is available at CVS Pharmacy. All of these redemption services are within walking distance from the University's campus.