Proper Addressing:

BC Mail Services has simplified the addressing of all mail and packages coming to campus. Depending on where your student lives, either one of the following addresses applies to all his/her incoming mail and packages:

<table>
<thead>
<tr>
<th>Chestnut Hill Residents</th>
<th>Newton Campus Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name (as registered with the college)</td>
<td>Student Name (as registered with the college)</td>
</tr>
<tr>
<td>Residence Hall + Room #</td>
<td>Residence Hall + Room #</td>
</tr>
<tr>
<td>Boston College</td>
<td>Boston College</td>
</tr>
<tr>
<td>140 Commonwealth Ave.</td>
<td>885 Centre St.</td>
</tr>
<tr>
<td>Chestnut Hill, MA 02467</td>
<td>Newton Center, MA 02459</td>
</tr>
</tbody>
</table>

Mail/Package Center locations:

Main Campus: - McElroy Hall / 2nd floor next to the US Post Office – 617-552-3523

Newton Campus: – Kenny Cottle Library / bottom floor next to the bookstore – 617-552-4426

Mail Boxes:

You must obtain your combination for your mailbox by logging onto the Agora Portal, click on ‘My Services’ then ‘Other Services’, then ‘Mailbox Combination Distribution’. There is one assigned mailbox per room. Please familiarize yourself with the combination and share it with your roommates. Also, it is recommended that you store your combination in ‘Notes’ on your IPhone.

Freshman housing assignments are announced by the 1st week in August by the Office of Residential Life. At that time, students can log onto Agora and retrieve their mailbox location and combinations for the upcoming year (Dorm & Room Assignment).
Packages:

Once a package is processed by Mail Services, a ‘Package Receipt Notification’ email is sent to the student's Boston College email account, letting them know it’s ready for pickup. In order to pick up a package, the students B.C. Eagle I.D. must be shown, along with the email notification or cellphone image of the same. Packages will be released only to the addressee

When housing assignments are known, you can begin shipping items to the school. This will lessen the burden of having to travel with them. Each package will be processed upon receipt and held until picked up by the students. In addition, an email notification will be sent to the students BC account for each item processed.

NOTE: During periods of high volumes, such as the first two weeks of each semester, there may be a 24 hour delay in package processing.

NOTE: If you receive a delivery notification from the vendor or carrier i.e., Amazon, Target, Nordstrom’s, FedEx, UPS, DHL etc., it does not mean that your package has been processed by Boston College. Please wait for the BC ‘Package Receipt Notification’.

NOTE: Due to space constraints, packages received for students not residing on campus during June & July, will be returned to the sender (exceptions under special circumstances). All student packages will be accepted starting the 1st week of August.

Do’s and Don’ts:

Never send cash through the mail. Boston College and the USPS will not accept responsibility for lost money. Letters and cards are machine sorted as they move through the USPS system. Items can and do get ripped and/or damaged and contents may go missing.

Articles of value i.e., passports and airline tickets should be sent via USPS Priority Mail Express or Certified Mail* both of which require a signature and can be easily traced through the Post Office. FedEx and UPS provide a similar service, Next Day Air by 10:30AM.

You can address any student mail/package related questions or concerns to: mail.room@bc.edu or by calling 617-552-3993.

* Please note that Certified Mail is not an overnight service.

Thank you and welcome to Boston College!