

Washington University in St. Louis - Mail and Postal Services

Effective May 24 – August 18, 2016

Summer Hours for Hitzeman and Village Mail Centers

9:00 AM – 5:00 PM (Monday-Friday)

Closed Saturdays and Sundays & May 23 for Staff Day

Questions can be directed to: bhall@wustl.edu

South 40 Student Mail Center in Hitzeman Hall (314-935-5069)

An RA or lead person in your group will collect mail and distribute to each resident.

Long term residents, can rent a mailbox (see below).

If living on the south 40 during the summer, **please use the following address:**

Summer Program Group Name and Resident Building (must be included)

Student/Resident Name

CB XXXX (for WU students with a mailbox/not a PO Box, please abbreviate CB)

6515 Wydown Boulevard

Saint Louis MO 63105-2215

Hitzeman Post Office Services: Stamps and most postal services are available. **Hitzeman can only accept payment in the form of cash or check (sorry no credit cards).** We sell various envelopes and boxes and have a supply of USPS Priority Mail products.

Directions: From Big Bend, enter Shepley Drive, travel east. Turn right on Wallace Drive. Or enter Wallace Drive off Forsyth Boulevard. Travel south on Wallace, turn right at dead end. Hitzeman is first building on the left. You cannot enter off Wydown Boulevard.

North Side/Village Mail Center in Village House (314-935-5635)

An RA or lead person in your group will collect mail and distribute to each resident.

Long term residents, can rent a mailbox (see below).

If living on the North Side during the summer, **please use the following address:**

Summer Program Name and Resident Building (must be included)

Student/Resident Name

CB XXXX (for WU students with a mailbox/not a PO Box, please abbreviate CB)

6985 Snow Way

Saint Louis MO 63130-4400

Village Post Office Services:

- Stamps and postage for all classes of mail including Priority, Express Mail, Registered, Certified, Return Receipt, Delivery Confirmation, and International Mail services.
- Various size envelopes and boxes are sold. We have a supply of Priority Mail products.
- Money orders can only be purchased with cash or debit card. For all other items credit/debit card, cash, or checks accepted. **Credit/Debit Card accepted only until 3:30 PM.** Check or cash anytime.
- There is an ATM machine inside the Village House near the Mail Center.

Directions: Corner of Forest Park and Big Bend. From Big Bend, enter Snow Way and travel east. Or enter off Forest Park at Throop Drive – turn right toward Snow Way. Parking is available in the Snow Way garage or behind the athletic complex.

Mail box rental for the summer in both Hitzeman and Village.

- Please e-mail bhall@wustl.edu and copy Peggy_Smith@wustl.edu to rent a box (\$30 for summer).
- WU students staying in St. Louis during the summer and living off campus in the Fall, may use their mailbox during the summer but need to notify us by email to hold their box open.
- Large mailboxes for summer groups can be rented so that mail can be accessed after hours, but the combination will only be given to the lead person for each group.