

Mail Service Guidelines

The mailroom is located on the first floor of the Reamer Campus Center. The Service Window is open 10:00 a.m. - 4:00 p.m. Monday through Friday while school is in session and 10:00 a.m. – 3:00 during school breaks for sending and package pick up.

Mail and packages to Union should be addressed as follows:

Union College
Student's Name -- Box #
807 Union Street
Schenectady, NY 12308

PACKAGE PICK-UP

- When a student receives a package, they will receive an email **from the mailroom** stating they have a pick up. The mailroom will make 3 attempts to contact the students before a shipment is returned to sender. It is the responsibility of the student to pick up the package within a reasonable time.
- The mailroom reserves the right to dispose of perishable items (food, flowers, etc.) if they are not picked up within a reasonable amount of time. The mailroom is not liable for the reimbursement of disposed items.
- First-class mail (letters, bills, postcards, etc.) is forwarded over the summer and winter term breaks to the address we have on file. No other mail (magazines, periodicals, etc.) is forwarded and is disposed of or recycled. If a student would like to receive any of these mail pieces, they should make arrangements in advance with either the publisher or sender. Additionally, packages received via UPS or FedEx cannot be forwarded and must either be held or returned.
- If you require tracking of your shipment, it is suggested that either UPS or Fedex is used. USPS delivery confirmation has proven to be less reliable.

The Mailroom staff can assist you with packaging and shipping (packing materials are available in the Campus Bookstore). Students can ship their belongings home with the assistance of the mailroom. Ask about our “ship it home” program.

Although we are not a U.S. Post Office, we do provide postal services as well as UPS and FedEx shipments.

The Schenectady Post Office is located downtown on Jay Street, only a short walk from campus. Its window hours are Monday and Friday, 8:30 a.m. to 5:00 p.m.; Saturday, 9:00 a.m. – 12:00 p.m. This is also a good place for passport information.