# **Harris & Tubman**

Package Information

https://www.towson.edu/mail/address.html



## **Post Office Servies**

- The Towson University Post Office proves similar services and products as your hometown Post Office. This includes international mailing and several package service options
- If you want your mail to go out the same day; get it in by 2:30pm



## **Student Mail Boxes**

- Resident students with millennium Hall, Tubman House, and Harris Hall will be assigned a mailbox that matches their room number.
- The same key that is used to access the suite can access your mailbox
- If you receive someone else's mail please return it to the MISFILED box, located on the wall near your mail box area.



## **Receiving Packages**

- Students are notified via their TU email when they have a package ready for pick-up.
- Notifications are typically sent one or two business days after the carrier's delivery, based on the volume of packages that need to be processed.
- Students should bring their TU ID to pick-up.



# **Addressing Packages**

For all next-day, second-day air, perishables (including food and flowers), or hazardous materials, please use the address for your specific building and room as shown below. Carriers are to deliver these packages directly to the recipient at their buildings.

#### **Harris House**

#### **Tubman House**

Resident Name TU Harris Unit #8xxx 415 Towson Way Towson, MD 21252 Resident Name TU Tubman Unit #7xxx 425 Towson Way Towson, MD 21252

When ordering packages or having letter mail sent to campus, please ensure to use the address format shown below.

Resident Name Towson University – Building Name, Room Number 8000 York Road Towson, MD 21252