

# The UPS Store™

## Student Mailing

**Please use this this address to format all student mail:**

Student Name  
101 LSU Student Union Building  
LSU Box \_\_\_\_\_  
Baton Rouge, LA 70803

- Students who live in the residence halls are assigned a campus mailbox at The UPS Store in the student union. Please visit The UPS Store to receive your mailbox number and box key.
- When a package is received, students are notified via email when that item is available to be picked up. A photo ID will be required at the time of pickup.
- All USPS shipments require an additional 1-2 business days for delivery due to local mail sorting processes.
- Any packages that require a signature upon delivery are accepted by The UPS Store.
- All USPS non-trackable mail will be placed into the student's mailbox.

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All students living on campus are charged a Mailbox Fee each semester. This charge is incorporated into the residence hall rent charge on the Fee Bill. This applies to all the residence halls, residential colleges, the Honors House as well as East and West Campus Apartments. Students who officially resign from the University or move off campus before the 14th day of class can get their mailbox fee refunded. **After the 14th day of class there is no refund of the Mailbox Fee.**