

The graphic features a dark blue background with white, hand-drawn style elements including wavy lines, circles, and a rectangular stamp-like border. The central focus is a red rectangular area with a white border and a scalloped edge, containing the text 'CAMPUS MAIL SERVICES' in white, bold, sans-serif font. A small white envelope icon is positioned between the words 'MAIL' and 'SERVICES'.

**CAMPUS  
MAIL   
SERVICES**

The logo for Saint Joseph's University, featuring a stylized crown or fleur-de-lis symbol above the letters 'SJU'.

**SJU** SAINT JOSEPH'S  
UNIVERSITY

## CONTACT INFO

### MAIL SERVICES

Barbelin Hall / Ground Floor  
Monday - Friday: 8a.m.-5p.m.  
Saturday: 9 a.m. - noon  
Window Hours: 8:30 a.m. - 4:30 p.m.  
610-660-1180 mailroom@sju.edu

### RECEIVING

Science Center / Room 204  
Monday - Friday:  
8a.m. - 11a.m. / 3p.m. - 4:30p.m.  
610-660-1371

- Mail addressed to students will be delivered by the **US Postal Service** directly to mailboxes **at students' residence halls**, unless the mail is too big to fit in the box.
- Most mailboxes only accommodate letters and magazines. ***If something larger is shipped to a student, the package will be delivered to the Receiving Department and must be picked up at Receiving by the student.***
- Students will be notified through their **SJU e-mail account** when a package arrives.
- Mail Services offers students outbound **UPS** and **United States Postal Service**.
- Please drop off any outgoing mail to Mail Services before 3pm on the day that you want it sent out.
- Mail Services carries **supplies** for your shipping needs, including: envelopes, shipping tape, and special service forms (customs, certified, express, etc...).

## ADDRESSING A PACKAGE TO A STUDENT ON SJU CAMPUS:

The mailing address **MUST** consist of four lines as follows to ensure prompt delivery!!

1. First and Last Name of Student
2. Name of Residence Hall  
(see *list at right*)
3. Number and Street Address, Unit #
4. City, State, Zip

*NOTE: The name of Saint Joseph's University is NOT included in student addresses because student mail is delivered directly from the post office and not through the University Mail Services.*

### Examples:

John Doe  
LaFarge Residence Center  
2425 Cardinal Avenue Unit #xx  
Philadelphia, PA 19131

Jane Doe  
Saint Mary's Hall  
333 W. City Ave Unit #xx  
Merion Station, PA 19066

## RESIDENCE HALL ADDRESSES

### Ashwood Hall

6050 Overbrook Avenue  
Philadelphia, PA 19131

### Borgia Hall

5320 City Avenue  
Philadelphia, PA 19131

### Hogan Hall

81 Lapsley Lane  
Merion Station, PA 19066

### Jordan Hall

41 Lapsley Lane  
Merion Station, PA 19066

### LaFarge Residence Center

2425 Cardinal Avenue  
Philadelphia, PA 19131

### Lancaster Court Weymouth

6310 Sherwood Avenue  
Philadelphia, PA 19151

### Lancaster Court Hastings

6310 Sherwood Avenue  
Philadelphia, PA 19151

### McShain Residence Center

333 W. City Avenue  
Merion Station, PA 19066

### Merion Gardens

701 City Avenue  
Merion Station, PA 19066

### Moore Hall

6051 Overbrook Avenue  
Philadelphia, PA 19131

### Pennbrook

2120-34 N. 63rd St.  
Philadelphia, PA 19151

### Quirk Hall

2449 Cardinal Avenue  
Philadelphia, PA 19131

### Rashford Hall

5200 City Avenue  
Philadelphia, PA 19131

### Saint Albert's Hall

40 Lapsley Lane  
Merion Station, PA 19066

### Saint Mary's Hall

333 W. City Avenue  
Merion Station, PA 19066

### Sourin Residence Center

2449 Cardinal Avenue  
Philadelphia, PA 19131

### Sullivan Hall

240 N. Latches Lane  
Merion Station, PA 19066

### Townhouse 100/200/300

6051 Overbrook Avenue  
Philadelphia, PA 19131

### Tara Hall

2449 Cardinal Avenue  
Philadelphia, PA 19131

### Wynnewood Hall

6318 City Avenue  
Philadelphia, PA 19151-2528

### Xavier Hall

30 Lapsley Lane  
Merion Station, PA 19066

