

USD Mail Center FAQ's

How can I find my student's mailing address?

Student's mailing address should include student's full name, street address, **unit number** and zip code. The unit number is the first initial of the first name, and first initial of the last name, plus the last three numbers of the student's USD ID number.

Example: Diego Torero, ID# 001234567 – Diego's Unit # is DT567

The address mail / packages as follows:

First Name Last Name
5998 Alcala Park Unit #
San Diego, CA 92110

Please do not send packages to campus more than 2 weeks prior to the first day of you being on campus.

- If you are moving in prior to Saturday, 8/31, you must notify us 24 hours in advance of your desired pick up date. Email us with your name and the tracking numbers of the items you are picking up, so we can pull them from storage.
 - Email: mailcenter@sandiego.edu
- If you belong to Pre-Orientation Teams, please have Pre-O labeled / written adjacent to the address area or on the side of the package. These packages will then be available for pick up in the designated areas that each Pre-O Team decides. You may find out where the designated area is by contacting a Pre-O Team Coordinator.
 - If there are any items that do not make it over to the designated Pre-O area, you may email the Mail Center with your name and tracking number.

I want to send flowers, birthday balloons or fresh cookies – can I?

Yes. Any fresh delivery service of your choice is accepted by the Mail Center, and we notify the student of their package via email.

Can perishables / groceries be delivered directly to a room?

No, couriers do not have access to resident halls for delivery to rooms. We accept all carriers and sign on student's behalf for all deliveries at the Mail Center, and we notify the student as soon as we get the perishable items.

If I overnight to my student on Friday, will they get it on Saturday?

No. There are no courier deliveries made to campus on weekends. The item will be delivered on the following, non-holiday, business day.

How do we transport packages from the Mail Center to a Residence Hall?

Students and / or families may bring their own vehicle, or a dolly / wagon, to transport items. Please note: the Mail Center staff cannot assist in transporting packages.

Move In Weekend Services:

- Friday: 8AM - 5PM (**No Package Pick Ups at Mail Center**)
- Saturday: 8AM - 2PM (**Package Pick Ups at Mail Center**)
- Sunday: Closed

Contact: mailcenter@sandiego.edu
Mailer Annex
sandiego.edu/mail-center

