January 2, 2018

Re: United States Postal Service Package Delivery to UNR Residence Halls—Renting Post Office Box

To our Valued Customers:

It has been brought to our attention that packages ordered online with the shipping option of FedEx or UPS have been included in the handover to the Postal Service for final delivery. This has impacted students housed in the UNR Residence Halls, as their packages are not deliverable as addressed, causing them to be returned to sender. The Postal Service has no input on which packages are turned to us for delivery.

To prevent packages from being returned, residents must rent a Post Office box at the University Station Post Office. If your shipper does not accept a Post Office box delivery point, address the package as follows:

Your Name (Student First and Last Name)
1674 N. Virginia Street (Address line 1)
P.O. Box ???? (Address line 2 w/ your PO Box #)
Reno, NV 89507 (City, State, Zip Code)

This format will prevent any undeliverable address issues as well as satisfy online retailer addressing requirements.

We appreciate your cooperation in this matter, and express our sincere apologies for any inconvenience it may have caused.

We value your business. Thank you for using the United States Postal Service.