



## Important information regarding mail at Loyola University Maryland

To accommodate incoming letters and packages Loyola University Maryland utilizes a specialty cloud based tracking system. This system is designed to track incoming letters and packages by barcode where supplied. The system will send an email to the receiving student once it is completely processed. Letter mail is stored in hanging file-style mail boxes inside the Campus Post Office. This is located in the modular complex, next to the Geppi-Aikens field. All incoming undergraduate students are issued a mail stop number at the start of their Loyola journey. It will remain the same for their entire undergraduate studies. The assigned mail stop is posted on the student's Web Advisor page. Letters and packages should be addressed as follows:

Loyola University Maryland  
Student name  
MS #####  
4501 N Charles St  
Baltimore, MD 21210

Campus Post Office hours are expanded at the beginning of each semester to assist with the increase in volume of incoming letters and packages. The added hours are posted at the Campus Post Office.

Any important items that are sent to a student should be sent with barcode tracking. UPS or FedEx are usually more reliable than other services. This would include items like Birth Certificates, Passports, Driver's License, and Social Security Cards. We **NEVER** recommend sending cash.

### Contact Information:

Campus Post Office Direct number 410-617-2258  
Manager Printing & Mail Services 410-617-1131