

# CARLOW UNIVERSITY MAILROOM



The Carlow University Mailroom provides the following services:

- + On-campus mail services
- + Stamps
- + Postcards
- + USPS shipping supplies
- + FedEx and UPS services
- + USPS mailing services
- + Zip Code directory assistance

Payment for postage and shipping is by cash, Carlow Cash, or credit card (with \$5.00 minimum).

All residential students will have their own mailbox for as long as they live on campus. You will receive your mailbox number and key after moving in. There is a \$20 fee for any replacement key.

The correct mailing address is:

**First & Last Name**  
**Carlow University**  
**3333 Fifth Ave**  
**Pittsburgh, PA 15213**

## DID YOU KNOW?

The mailroom also manages the university's Lost and Found.

### HOURS:

Monday through Friday, 9 a.m.-3 p.m.

### LOCATION:

First Floor, University Commons

### CONTACT:

Lynn Rush, Mailroom Supervisor  
larush@carlow.edu | 412.578.6127

You have 24-hour access to your mailbox, located on the first floor of the University Commons, and may pick up your mail whenever it is most convenient for you.

When a package is available for pickup, you'll receive an email notification with a secure access barcode that you can scan anytime at the intelligent locker kiosk across from the mailroom. Once your identification is verified, the assigned locker will open and you can grab your package.

Packages that are too large for the lockers will need to be picked up from the mailroom during regular hours of operation as noted above.

**CARLOW**  
UNIVERSITY