**Helpful Mail Guidelines:**

In an effort to ensure quality mail service, please follow these guidelines:

- Never send cash or coins in the mail. Use checks or money orders. Checks up to $200 can be cashed in the Bookstore.
- Use special services when sending something of value. Options include certified mail, insured mail or shipping methods with tracking ability such as UPS or FedEx.
- Use proper, secure packaging, don't advertise what is inside.
- Use proper addressing.

**Student Mailbox Information:**

- Student mail and packages should be addressed in the following format:

  Student Name (no nicknames, please)  
  Box Number Hicks Center (e.g. 568 Hicks Center)  
  Kalamazoo, MI 49006-3291

Please visit the Mail and Copy Center Website at [https://reason.kzoo.edu/mailcenter/](https://reason.kzoo.edu/mailcenter/) for more information. Thank you!