

Residence Hall Mail & Package Policies

SHIPPING ADDRESS

All mail/packages received by the Resource Center must include the student's building number, room number and full (legal) name. For Chinese students' names, pinyin is required in addition to Chinese characters. The following address format must be used, otherwise mail will **NOT** be accepted at the Resource Center. The Resource Center will only accept packages labeled as "Tower 2," "Tower 3," or "Tower 4." Packages labeled any other Tower will not be accepted.

Tower 2: (Coded as JQ-1A)

上海市浦东新区张杨路3680弄碧云中心二号楼XX室 XX

Name XX, Rm. XX, Building 2, Green Center, Lane 3680, Zhangyang Rd., Pudong, Shanghai

Tower 3: (Coded as JQ-2B)

上海市浦东新区张杨路3680弄碧云中心三号楼XX室 XX

Name XX, Rm. XX, Building 3, Green Center, Lane 3680, Zhangyang Rd., Pudong, Shanghai

Tower 4: (Coded as JQ-2A)

上海市浦东新区张杨路3680弄碧云中心四号楼XX室 XX

Name XX, Rm. XX, Building 4, Green Center, Lane 3680, Zhangyang Rd., Pudong, Shanghai

MAIL/PACKAGE PICKUP

Mail/package(s) **MAY ONLY** be picked up after it has been logged into the **Notifi Mail System** by the Resource Center staff.

- Mail and packages may not be picked up until an official notification is received to the student's NYU email address.
- Notification of delivery from the courier is not a confirmation that package is logged and ready for pick up. Students may only pick up a package once the NYU Shanghai Notifi email has been received indicating it is ready for pickup.
- Due to limited package storage space, packages must be picked up as soon as possible, but no later than seven days from the date of the notification email.
- Students who do not pick up packages within seven days may lose the privilege of package services at the Resource Center. The resource center will not accept any new packages should a student have unclaimed packages for more than seven days.
- The NYU Card is required to receive mail at the Resource Center. Mail and packages can only be received by the recipient.

MAIL/PACKAGE GUIDELINES

- The Resource Center retains the right to refuse the acceptance of any package that is in violation of university policies.
- The Resource Center does not accept Cash on Delivery packages or send out packages.
- The Resource Center does not accept perishables, laundry/dry cleaning or any items that are deemed as a safety hazard.