

# Welcome to NSU!

While here at Freshman Connection one of the easiest items to overlook, but potentially important items, is to find out exactly how to receive your mail, UPS and FedEx packages while a student at NSU.

Every student who lives on campus is required to rent a mailbox with the NSU Post Office. The charge is \$23.00 a semester and the charge is placed directly on your account.

We hope this flier will address some of the basic questions you may have about receiving your mail.

Most importantly, please don't hesitate to contact us if you have any questions!

NSU POST OFFICE  
175 SAM SIBLEY DRIVE  
NATCHITOCHEs, LA 71497  
318-357-5696  
POSTOFFICE@NSULA.EDU



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## USPS.com® - ZIP Code™ Lookup

<https://www.usps.com/zip4/>

Look up ZIP Codes™ by street address, city, and state. Or you can find ZIP Codes within a city and state.

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## POSTAL SERVICES





# NORTHWESTERN STATE

## POSTAL SERVICES



### Commonly Asked Questions

#### 1. **Where is the NSU Post Office located?**

We are located at 175 Sam Sibley Drive next to the Student Union and Kyser Hall.



#### 2. **What are the hours of the NSU Post Office?**

We are open from 7 a.m.-5:00 p.m. Monday-Thursday  
7a.m.-12 p.m. on Fridays.

However the lobby is open 24/7  
365 days a year so you can always check your mail.

#### 3. **What will my mailing address be?**

Your mailing address will be :

Your Name  
NSU Box \_\_\_\_\_ (your box #)  
Natchitoches, LA 71497

#### 4. **When will I find out my Box Number?**

You can email us at [postoffice@nsula.edu](mailto:postoffice@nsula.edu) after August 1st from your NSU email and we will respond with your assignment and combination.



#### 5. **What happens if I send my mail or other packages to my apartment or do not use my full proper name and box number on my mail?**

Your mail will be returned to sender, refused or is subject to being misdelivered.

#### 6. **What if UPS or FedEx says they won't deliver to an NSU Box?**

Please use the U.S. Postal Service whenever possible but if you must use UPS or FedEx and they require a physical address use the following address:

Your Name  
175 Sam Sibley Drive  
Suite \_\_\_\_\_ (your box #)  
Natchitoches, LA 71457

#### 7. **What if I get a package that is too big to fit in the mailbox?**

You will receive an email from Pitney Bowes informing you. Bring your NSU ID to the back door and we will give you the item. You may retrieve it from the new electronic locker system if its placed there.