

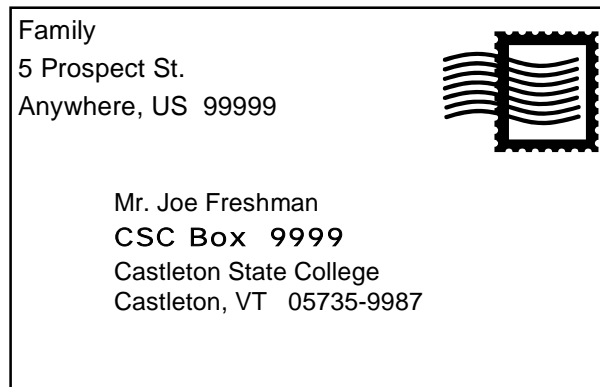
Keeping in Touch: Mail Service at Castleton

Give your student a reason to check his/her campus mailbox. Here are a few suggestions to ensure your letters, cards, and packages arrive promptly. (Remember, all full-time students have a campus box, even non-trads and commuters!)

Remember to include your complete return address.

Be sure to use correct postage.

Please use **CSC Box number**. (Not "PO Box" and Not Residence Hall Room number)



It is strongly suggested that correspondents send sensitive mail with a method that includes a tracking number. For example, US Postal Service delivery confirmation or certified mail, FedEx, or UPS.

Don't send cash! You may consider sending US Postal money orders.

Don't forget the Zip+4 Code (05735-9987).

Please write clearly.

If you are using a shipping method that requires a physical address, you may use 49 College Drive.