MAIL CENTER FAQ for incoming students

?? What is my address at Bowdoin?
- Every incoming first-year and transfer student has a unique address and will for their entire college career at Bowdoin. You already have access to your address, located on the Polaris, My Personal Profile, Contact info tab (see sample image below).

ALL your mail, packages and express items should be addressed as follows where #### is the number that appears on the SU Mail box line (please, no variations):

Your Name
Bowdoin College
#### Smith Union
Brunswick ME 04011

?? When can I start shipping things to Bowdoin?
- You can start shipping anytime to ensure your items arrive ON OR AFTER AUGUST 21, 2020.

?? To whom should I ship them?
- Please ship them to yourself using your correct Bowdoin address. Please be sure your name ALWAYS appears on the address label. Packages may be delayed if your name is not clearly part of the address.

?? Do you recommend any specific shipping method?
- This is your choice and should be based on convenience and shipping times to Bowdoin. And don’t forget to get a tracking number, if available.

?? When will I be notified that I have a package (and mail)?
- Packages and mail start arriving shortly after 10am each day and must be logged into our tracking system. Email notices indicating you have something to pick up are usually sent out by 2:00pm Monday through Friday. Please be patient while the mail center handles the packages and mail for all students.

?? How do I get my packages and mail? (NOTE: Dates subject to change)
- Prior to arrival day (8/24-8/28), all received packages and mail will be brought to your locked residence hall room (or common room) along with an inventory of items delivered.
- Arrival day through COVID-19 testing (8/29 – 9/03), the mail center will be doing curbside pick-up at the Smith Union. More information will be available as we get closer to arrival day but be sure you have some form of identification (Bowdoin ID preferred).
- Post-COVID-19 testing (9/04 till end of semester), packages and mail will be available from the mail center or satellite pick-up location (Gameroom) located in the Smith Union. Be sure you bring your Bowdoin ID (required).

?? Where is the mail center located and what are the hours?
- The Mail Center is located on the lower level of the David Saul Smith Union.
- The normal hours of operation are Monday – Friday, 8am till 5pm. We will have alternate hours and pick up models at the start of the semester, but they will be well-publicized.

?? How do I get the combination to my mailbox?
- Bowdoin has transitioned to ‘virtual’ mailboxes so you will not need a combination. You will be notified that you have packages AND/OR mail for pick-up.