



UNC GREENSBORO

Find your way here

How to find YOUR mailing address:

Jonathon Smith
jjsmith5@uncg.edu

Residence Hall/Housing

[Your Name]



[Username] AT UNCG
GREENSBORO, NC 27413

JON SMITH



JJSMITH5 AT UNCG
GREENSBORO, NC 27413



DOs



Do: Use this address for all mail sent to you at the university.

Do: Use a " space " instead of an " _ " if it is present in your username.

Do: Include a " 1 " in front of your username if your street address is not accepted online.

Do: Ensure both the student's preferred name and their username match when addressing mail.

Do: Expect a notification from POSTAL@UNCG.EDU or NOREPLY@TZ.NET regarding your mail. Students can only receive their parcel(s) once assigned to them by Spartan Mail Services.



Failure to properly address your mail will result in **immediate Return To Sender**.



DO NOTs



Do Not: Use this address for personal deliveries. (e.g., Pizza, Grubhub, Groceries, etc.)

Do Not: Wait more than 1 business day after delivery to ask about a lost or missing package.

Do Not: Use your dorms address when ordering mail. It will be returned.

Do Not: Address mail to 106 Moran Commons.

Do Not: Use a different name when sending mail to a student. It will be returned if the preferred name does not match their username.

Commuter Students are **not** eligible for mail pick-up from Spartan Mail at this time.

All student mail is delivered to the UNCG Business Center, located in 106 Moran Commons (the UNCG Dining Hall). Packages are not available for pick up until they have been processed by Spartan Mail.

(336) 256-0147 | POSTAL@UNCG.EDU