

WHAT'S MY MAILING ADDRESS?

- **For Commons –**
Your Full Name (NO NICKNAMES or initials)
1250 LIFE's Way, Bldg. 1000
Commons *Apt #*
Marietta, GA 30060
- **For LVR**
Your Full Name (NO NICKNAMES or initials)
1250 LIFE's Way, Bldg. 1000
LVR *Apt #*
Marietta, GA 30060
- **DO NOT USE** the official LIFE University address (1269 Barclay Circle). This address is used solely for official school business (i.e. transcripts, medical records, etc).

HOW DO I RECEIVE MAIL/PACKAGES?

Once your mail or package has been processed, you will receive an email from MailServices@LIFE.edu with instructions on where and how to retrieve it. All packages are distributed via automated lockers, unless otherwise notified. All letter mail is distributed from our office due to locker space constraints. You may **ONLY** pick up your mail/package **AFTER receiving the email from LIFE Mail Services, not the notification from UPS, Amazon, FedEx, USPS, etc!**

Packages/mail will be returned to sender if not collected after 5 days.

- LVR resident's lockers are located at the rear of the Harris Center
- Commons resident's lockers are located inside the security doors of the Commons, just past the Housing near the elevators.

WHAT ABOUT FOOD DELIVERIES LIKE DOORDASH OR UBER EATS?

For food delivery services, please use your ACTUAL physical building address. For the Commons, use 1100 Barclay Circle. For LVR, we recommend using 1250 LIFE's Way, Bldg 200, or 1135 Barclay Circle as an alternate. Cell coverage can be spotty in both locations, so you should wait near the front foyer in the Commons or parking garage in LVR when expecting a delivery. Cooked food deliveries are your responsibility and will not be accepted by Mail Services at the 1250 address.

CAN I SEND MAIL/PACKAGES?

Sure! Bring your letter, box, or item(s) to the Procurement Office (down the hallway between the Socrates Café cashiers and LUS (LIFE U Shop) and someone from our office will assist you. We are a cash-less operation and have a minimum \$1.00 credit/debit charge. We sell packing materials and boxes and have envelopes, packing tape as well as carrier boxes free of charge.

I'LL BE ATTENDING LIFE NEXT QUARTER, CAN I SHIP ITEMS EARLY?

Generally no, because we don't have the resources to securely store your items. Packages/mail received prior to your arrival may be returned to the sender unless you email us in advance. We may be able to receive in advance on a case-by-case basis.

I'M MOVING. WILL MY MAIL/PACKAGES BE FORWARDED?

No. First, update your address with all your shippers/vendors (Amazon, Chewy, DoorDash, etc). If you are moving off campus, submit a "Change of Address" using the link on the USPS website (QR code). If you are moving on campus (i.e. Commons to LVR), check your EagleNet account and notify Housing if your building/room assignment is incorrect. We receive our address info from the EagleNet database.



SOMEONE TOLD ME THEY SENT ME SOMETHING, BUT I DON'T HAVE IT YET.

Email MailServices@LIFE.edu with your name and address as well as the name of the person who sent it, along with the **tracking number** (not order number) so that we can begin our search. Packages are often sent in the wrong name or to the wrong address and these pieces of information might help us locate them.

- *If you know that something was sent TO YOU in someone else's name or to the wrong address, please inform us immediately so that we do not return the item!*

I RECEIVED AN EMAIL STATING MY MAIL/PACKAGE WAS RETURNED.

Contact the sender and notify them that your package/mail was returned by your University's Mail & Shipping Center and request a refund. Please contact us if you have additional questions.