

Middlebury College Student Mail Center
Incoming Mail & Packages
McCullough Student Center, basement
Phone (802) 443-5179 Fax (802) 443-2068
mailcenter@middlebury.edu

Frequently Asked Questions

What is my proper mailing address?

Your address for all mail and packages is:

Your Name
[Your box #] MC [ID #]
14 Old Chapel Rd
Middlebury, VT 05753

How do I find out my box number and combination?

Click on Banner Web on the College's home page (www.middlebury.edu). Enter your 8-digit ID number and create a 6-digit personal identification number. Click LOGIN. Click on "personal information." Your box number and combination will appear. The instructions on how to open your mailbox are posted on the wall above the mailboxes in the Student Mail Center.

How am I notified if I have received a package?

If a USPS package/envelope will fit in your mailbox we will put it in your mailbox and you will not receive any notice. If you receive an email from mailcenter@middlebury.edu you have a package(s) to collect at the Student Mail Center. Each email will include a list of tracking numbers highlighted in pink. The package types will be highlighted in turquoise. Please come to the window with your student ID and know how many packages you have and what type they are. Packages take time to process. Please ask for your packages only after you have received an email from us.

Can I buy mailing supplies and stamps at the Mail Center?

The Student Mail Center does not sell postage or supplies. You may buy books of stamps at the Midd-Xpress located in McCullough or the College Bookstore located in Proctor Hall. Both places also carry some supplies such as envelopes and packing tape.

How do I send packages and letters off-campus?

Small packages/mail that already have postage on them may be left off at the Student Mail Center. By U.S. Postal law, packages that weigh over 13 ounces need to be taken to the U.S. Post Office in town (10 Main Street) for postage, unless you have a pre-paid postage label for the U.S. Postal website. Pre-paid Federal Express and UPS packages may also be left at the Student Mail Center. UPS service is also available at the Mailing Service location on the second floor of Freeman International Center.

If I leave campus for a semester or longer what happens to my mail?

First-class mail and all packages will be forwarded to your home address. Magazines, newspapers and junk mail will be recycled. For graduates, this forwarding process will take place for one year only.

If I leave campus for a semester or longer, do I get to keep my same box number when I return?

No, you will be reassigned a new box number one week prior to returning to campus. The only exception is if you leave during summer school or J-term and return for classes that fall or spring semester.

If I enroll for the summer school session or work for Student Employment during the summer, do I get to keep my box?

If you have been accepted to summer language school or hired through Student Employment for summer work and have met their deadlines, then you retain the same box number.

When can I start sending packages to school before spring semester starts?

You may send packages to your Middlebury College address starting February 15, 2021. *Any packages sent before this date will be forwarded to your home address due to space limitations. Please remember to bring your ID when picking up packages.*

How will I know where my package is?

You will receive an email when your package is processed. The email will come from mailcenter@middlebury.edu and look like this:

Dear [RECIPIENT],

We have received a delivery for you at the Middlebury College [LOCATION]. Please make sure to bring your student ID and let the clerk know how many packages you are picking up and what type they are. You receive one tracking number per package and the list can be found below.

Package Type: [MYLIST]

Note: If Perishable please pickup as soon as you can.

We have received a package matching your criteria.

DATE / TIME: [RCVDATE]

TRACKING NO: [TRACKINGNO]

CARRIER: [CARRIER]

NOTE TO STUDENT: [USERFIELD2]

Thank you

Middlebury College Mailroom

The Student Mail Center is located in the basement of McCullough.

Please close and lock your mailbox securely.
You are responsible for the safety of its contents
Do not send cash through the mail.

Student Mail Center Hours

Monday - Friday (February 22 - March 12 Only) 8 AM - 5 PM

Monday - Friday (March 15 resume regular hours) 10 AM - 4 PM

*If you do not find the answer to your question here, please contact
Student Mail Center
(802) 443-5179 or mailcenter@middlebury.edu*