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CHIEF OPERATING OFFICER
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**VICE PRESIDENTS, AREA OPERATIONS
MANAGER, CAPITAL METRO OPERATIONS**

**SUBJECT: Delivery to Student Housing (Dormitories), Single-Point Delivery under
Domestic Mail Manual D042.5.2; Postal Operations Manuals 615.2 and 631.5**

Recent inquiries to headquarters indicate local post offices have implemented centralized delivery to individual mailboxes for college and university student housing facilities, as opposed to single-point bulk mail drops. Additional costs are created for both delivery of mail and handling of undeliverable mail when the required single-point delivery for student housing facilities is not used.

Student housing has been gradually shifting from predominantly dormitory-style facilities provided directly by the school, to facilities designed, converted, built and/or managed by commercial organizations through affiliations with the school. There have been instances brought to our attention where the required single-point delivery for student housing has not been applied, and the facility has received mail delivery to individual units. We must ensure that the type of delivery is appropriate for the structure's intended use.

Postal standards and policies require single-point delivery to hotels, institutions, schools and similar places, including student housing facilities. These standards apply whether the facility is located on or off campus and regardless of private or school ownership. Local growth coordinators or other staff involved with establishing new deliveries need to be made aware of these postal standards, how to apply these standards, and how to determine if a new housing facility is designed, converted, built and/or managed primarily as student housing.

District managers must contact any colleges and universities in their district with ongoing or planned housing construction to offer assistance and ensure that buildings predominantly housing students are afforded single drop delivery according to our regulations. Attached is a sample letter for this purpose. If there are any questions or additional support is needed, please contact the Delivery Support office at (202) 268-2198.

Thank you for your assistance in this matter.



Patrick R. Donahoe

Attachment

cc: Mr. Rapp
Mr. Galligan

Director of Student Housing (include name if possible)

(Enter name of school)

Street Address

City/State/ZIP Code

RE: Mail Delivery to Student Housing

Dear (Enter Name of Director):

Colleges and universities face numerous challenges in providing appropriate student housing to a growing and demanding student population. Technological advancements, societal changes, student diversification, and traditional economic pressures affecting land availability and acquisition are affecting the way student housing is conceived, provided, and managed. The following information will explain how the appropriate mode of delivery can be established for housing facilities that serve students of **(enter name of school)**.

Postal Service standards and policy require single-point delivery for student housing. Single-point delivery involves the delivery of mail to the management of the student housing for further delivery to the residents of the facility. Single-point delivery is provided whether the facility is located on or off campus and regardless of private ownership or school ownership.

Single-point delivery to student housing facilities can be accomplished through delivery of mail to the management office for the facility, to the mail services manager or mailroom supervisor for the school, to a post office box address set up for the purpose of receiving the mail, or to another mutually agreeable location.

We are aware that student housing facilities are planned for **(enter name of school)** and would like to speak with your representatives about this construction. We would very much appreciate the opportunity of working with you to ensure proper delivery service is provided to student housing facilities at the **(enter name of school)**. To ensure that we are able to accomplish this goal, would you please contact **(enter local name and phone number here)** with regard to new student housing at your institution.

(Name)

(Title)