On-Campus Mailing
RESIDENCE HALL EDITION

Everyday, Ball State University receives hundreds of packages and pieces of mail for distribution campus wide! Utilize the following mailing guide for addressing incoming and outgoing mail to help ensure packages get to their correct destination.

STEP 1 — FIND YOUR RESIDENCE HALL'S ADDRESS

Beyerl Hall
1635 N. McKinley

Botsford/Swinford Hall
1601 N. McKinley

DeHority Complex
1500 W. Riverside

Kinghorn Hall
1400 West Neely

North West Hall
1701 N. McKinley

Park Hall
1550 W. Riverside

Noyer Complex
1601 West Neely
 • Baker - 1603 W. Neely
 • Klipple - 1607 W. Neely
 • Howick - 1605 W. Neely
 • Williams - 1609 W. Neely

Schmidt/Wilson Hall
1621 N. McKinley

Studebaker East Hall
1301 W. Neely

Studebaker West Hall
1401 W. Neely

Woodworth Complex
1600 W. Riverside

STEP 2 — APPLY THE RESIDENCE HALL'S ADDRESS

OUTGOING MAIL

Your Name
Hall Name, Room #
Ball State University
Hall Street Address
Muncie, IN 47306

PLACE STAMP HERE

Recipient Name
Street Address
City, State, Zip

INCOMING MAIL

SENDER NAME & SUCH
9195447070
SENDER COMPANY & SUCH
5007 SOUTHPARK DRIVE
DURHAM NC 27713

2 LBS   1 OF 1

SHIP TO: **Student Name**
Hall Name, Room #
Ball State University
Hall Street Address
Muncie, IN 47306

HI 967 9-02

THIS IS YOUR TRACKING
TRACKING #: 1Z 071 5X1 01 9064 7079   1

SAMPLE

IMPORTANT!

Name Name
Address
City, State, Zip

PLACE STAMP HERE

Student Name
2000 W. University Ave.
Muncie, IN 47306

Do NOT use Ball State's main address as your own address.

STEP 3 — UTILIZE THE FOLLOWING CAMPUS SHIPPING METHODS

FedEx Ship Center
Monday-Friday, 9:00am-7:30pm
Saturday, 9:00am-2:30pm
765-281-8802

UPS Customer Center
Monday-Friday, 10:00am-7:30pm
765-289-3797

Main Post Office
Monday-Friday, 8:00am-6:00pm
Saturday, 8:00am-12:00pm
765-286-9623

LOST PACKAGE?
Try the following...

1. Check your hall's front desk
2. Check with nearby halls
3. Search tracking information online
4. Call the office of Housing and Residence Life at (765) 285-8000 with your tracking number and information.