

## **Mailing Information for Residence Hall Community**

### **On-Campus Mail**

On-campus mail includes mail that is being delivered internally at Ball State University. Campus envelopes can be found and dropped off at the Residence Hall's front desk. All that is needed is to legibly write the name of the recipient and department name for it to be delivered.

### **Off-Campus Mail**

All Out-going mail needs to be taken to your hall's front desk or the Student Center Post Office. Any mail being sent off-campus must have proper postage already affixed and the proper return address. Please note: off-campus mail is handled by the United State Post Office, so a proper return address, residence hall location and box number must be labeled on the package or envelope properly (see example below).

Name Residence Hall Name Box Number Ball State University Muncie, IN. 47306
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