

Welcome to NSU!



While here at Freshman Connection one of the easiest items to overlook, but potentially important items, is to find out exactly how to receive your mail, Amazon, Walmart, UPS and FedEx packages while a student at NSU.

Every student who lives on campus is required to rent a mailbox with the NSU Post Office. The charge is \$23.00 a semester and the charge is placed directly on your account.

We hope this flyer will address some of the basic questions you may have about receiving your mail.

Most importantly, please don't hesitate to contact us if you have any questions!

Find more information: [NSU Post Office website](https://nsu.la/mail)

<https://nsu.la/mail>



NSU Post Office
175 Sam Sibley Drive
Natchitoches, LA 71497
postoffice@nsula.edu
318-357-5696

 www.facebook.com/NSULAPostalServices/



Northwestern State University **Postal Services**

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POSTAL SERVICE



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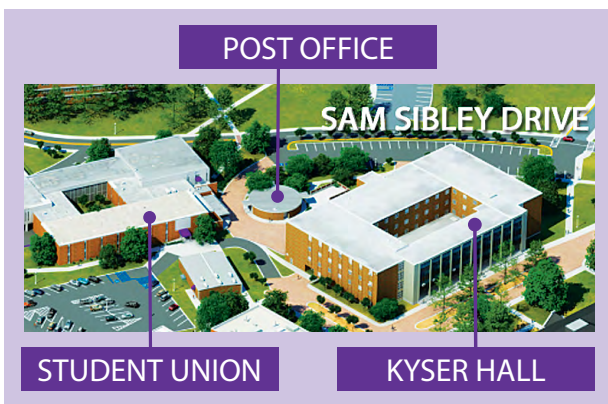


Commonly Asked Questions



1 *Where is the NSU Post Office located?*

We are located at 175 Sam Sibley Drive next to the Student Union and Kyser Hall.



2 *What are the hours of the NSU Post Office?*

We are open from
7 a.m. - 5:00 p.m. Monday-Thursday
7 a.m. - 12 p.m. on Fridays

The lobby is open 24/7, 365 days a year.

What will my mailing address be?

3 ALL students' mailing address will be:

Your Name
NSU Box 3001
Natchitoches, LA 71497

4 *What happens if I send my mail or other packages to my apartment or do not use my full proper name on my mail?*

Your mail will be returned to sender, refused or is subject to being misdelivered.

5 *What if UPS, Amazon or FedEx says they won't deliver to an NSU Box?*

Please use the U.S. Postal Service whenever possible but if you must use UPS or FedEx and they require a physical address use the following address:

Your Name
175 Sam Sibley Drive
Suite 3001
Natchitoches, LA 71457

6 *What happens when I receive a package or letter?*

You will receive an email letting you know an item arrived for you. The item will then be placed in the electronic lockers or will be available for pickup at the pickup window inside the post office.

If the item is in the lockers, you will scan the QR code on the lockers and a door will open. These items are available 24/7 as the lobby never closes.

If the item is at the pickup window, you will come to the pickup window, tell us your name, show us your ID, and we will retrieve your item for you. These items are only available during the hours the NSU Post Office is staffed.

Additional Services:

Amazon Lockers
available at
Watson Library



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New to Amazon Lockers?



Follow this link:
nsu.la/amazonlockers

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When an order is being placed, at check out you can select NSU Watson Library. See pic below:

