PRODUCTION MAILROOM*BELFER HALL B-13*(646)592-4650
imail@yu.edu

MAILCODE
- 5 DIGIT NUMBER AUTO-ASSIGNED TO ALL UNDERGRADS. WILL BE GIVEN TO YOU ON YOUR FIRST VISIT
TO MAILROOM.
- REMEMBER THIS NUMBER AS IT WILL BE NEEDED FOR PACKAGE PICKUP.
- MAILCODES WILL NOT BE GIVEN OVER THE PHONE.
EMAIL NOTIFICATION
- WHEN YOUR PACKAGE IS READY FOR PICKUP, YOU WILL RECEIVE EMAIL FROM iMAIL@YU.EDU
** DELIVERY CONFIRMATION FROM SENDER/SHIPPER IS NOT CONFIRMATION FOR PACKAGE PICKUP.
PLEASE ALLOW 1HR TO 2 HR TURNAROUND**
PICKING UP YOUR PACKAGE
- ARRIVE AT PRODUCTION SERVICE WINDOW LOCATED IN BASEMENT LEVEL OF BELFER HALL.
- STATE YOUR MAILCODE
- PRESENT ID (YU OR STATE)
- PRINT NAME ON PAD, RECEIVE PACKAGE
- IF YOU WISH TO HAVE SOMEONE ELSE PICK UP YOUR PACKAGE, REPLY TO OUR EMAIL STATING SO
**PLEASE DO NOT SHIP GIFT REGISTRIES OF ANY KIND TO YESHIVA UNIVERSITY
**PACKAGES HAVE 3 WEEK SHELF LIFE. ALL UNDELIVERED PACKAGES WILL BE RETURNED TO SENDER
SHIPPING PACKAGES AND MAILING LETTERS
- IF YOU WISH TO SHIP A PACKAGE, YOU MUST OBTAIN A PREPAID SHIPPING LABEL FROM UPS, FEDEX,
OR USPS BEFORE YOU DROP YOUR PACKAGE OFF AT THE MAILROOM FOR OUTGOING SHIPPING.
-IF YOU WISH TO MAIL A LETTER, PLEASE MAKE SURE TO HAVE THE CORRECT POSTAGE/STAMPS ON THE
LETTER BEFORE LEAVING IT WITH US IN THE MAILROOM. IF THE ENVELOPE INDICATES ‘NO POSTAGE
NECESSARY’ THEN YOU MAY DROP IT OFF IN THE MAILROOM.