

CEDARVILLE UNIVERSITY POSTAL SERVICES STUDENT MOVE OUT GUIDE

How do I retrieve mail/packages currently at the campus post office?

The campus post office will begin forwarding all mail and packages Monday, March 23, to your home address.

If you would like your items to go to a different address, you must contact the campus post office via email at

postoff@cedarville.edu immediately with the following information:

Full Name including Middle Initial

Student ID Number

Address you would like us to send to including

Complete Street address

PO Box if applicable

City, State, Zip

What if my package hasn't arrived on campus yet?

If you have a package that you know has not reached the campus post office, please try to contact the sender and request that they RE-ROUTE to your home address ASAP.

If a package is not able to be re-routed, the campus post office will forward packages at the expense of the university for a limited time. It is important that beginning today, March 20, 2020, you use your home address for future ordering until school resumes.

What happens to mail received for the rest of the semester and summer?

All 1st Class mail is able to be forwarded and will be sent to your home address unless you tell us otherwise. To ensure timely delivery we highly recommend you contact those sending you items to have them sent directly home.

Please note, international mail is not able to be forwarded. Please call 937-766-7908 or email the post office for international mail questions.