

Saint Francis University Mail Room – Student Mail

The Mail Room is the main liaison to the United States Postal Service and provides consultation and resources to the Saint Francis University community. The Mail Room is a full service mail operation and provides delivery of: U.S. Mail - Campus mail - Courier Services (UPS, Fed Ex Ground & Overnight).

Location: Lower level of Saint Francis Hall (132 Franciscan Way)

Hours: Monday – Friday: 8:00 AM-3:30 PM

Saturday: 8:00 AM-11:30 AM (During Fall/Spring Semesters only)

Staff: Mary Ann Hoover	Mail Services Coordinator	814-472-3035
Carole Dietrich	Mail Services Attendant	814-472-3032
Thelma Zaliznock	Mail Services Attendant	814-472-3032
Doug Sheehan	Campus Courier	814-472-3032

Email: mailroom@francis.edu

Resident Students

All resident students are assigned a box # and will have the same box # as long as you remain enrolled as an undergraduate student at Saint Francis University and live in campus housing.

Format for your incoming mail:



Student Name
Student Box #
Saint Francis University
PO Box 600
Loretto, PA 15940-0600



Share your info with family & friends!

Format for packages, or any shipping carriers that do not accept a PO Box for delivery:



Student Name
Student Box #
Saint Francis University
132 Franciscan Way
Loretto, PA 15940-0600

Improper addressing may cause your mail/package to be marked “undeliverable” and returned to the sender.

Mail/packages received at your Box #:

- an email from mailroom@francis.edu will be sent to you.
- Stop in Mail Services with your SFU ID to collect your mail and/or package.
- Mail/packages will be stored for pick-up at Mail Services for 2 weeks.
- Email mailroom@francis.edu with name of the person who will pick up an item if for any reason you are unable to make it during Mail Services hours.
- After 2 weeks, your mail/packages will be returned or destroyed (if not able to return to sender).
- During Christmas break, mail will be forwarded upon request.
- During the Summer, mail will be forwarded automatically to the address given upon registration; unless otherwise requested



- Outgoing Mail: drop off box Torvian Dining Hall or Mail Services during working hours.
- An Email to you from mailroom@francis.edu indicates your package has arrived on campus. Vendors/Carrier may indicate an item was delivered but until an email for mailroom is sent to you; please do not make attempt to pick up item from Mail Services.
- Mailing supplies; stamps, envelopes, etc.; can be purchased from Mail Services during working hours.

Mail Services Schedule:

- 9:00 AM – 10:00 AM Mail is brought from Loretto Post Office. (ONLY SFU Mail Service employees are authorized to pick up mail/packages from the United States Post Office in Loretto).
- 11:00 AM – 3:00 PM Fed Ex, Fed Ex Ground, UPS, etc.; received.
- 2:00 PM (Mon-Fri) 9:00 AM (Sat during Fall/Spring Semesters) outgoing mail is taken to Loretto Post Office.

Family and friends are strongly cautioned not to send cash, checks, gift cards, and any other valuable items via USPS First-Class mail without taking extra precautions. In order to ensure delivery of such items; we recommend the use of a tracking number, certified or other insured process. The extra services are offered by the USPS and express shipping companies Fed Ex and UPS.