



FAS Office of Physical Resources & Planning

Harvard Yard Operations

Mail and Package Pick Up

MAILROOM HOURS

Mon – Fri: 10:00am – 4:00pm
Saturday: 10:00am – 2:00pm
Sunday: Closed

Phone: 617-495-5347 or 617-496-5345
Fax: 617-495-5304
Email: scmail@fas.harvard.edu

MAILING ADDRESS FORMAT

John Harvard
XXXX Harvard Yard Mail Center
Cambridge, MA 02138

Note: Your dormitory name and room number do not constitute your mailing address.

It is important that the letters or packages sent to the Science Center (SC) Mailroom have the student's full name. When the name matches the assigned box number, the mail clerks can easily sort and direct the mail. Please use C/O (care of) to avoid confusion. (For example, student telephone bills are often under a parent's name.)

PACKAGES

Notices of parcels received will be placed in your mailbox. You must present both your ID card and notice in order to pick up your parcel.