Printing & Postal Services

Printing & Postal Services is a University owned and operated facility located in the Main Dining Commons. This facility provides mail pick up, delivery, posting and boxing, and window services for faculty, staff and students.

All student mailboxes are located in the Main Dining Commons. Post office boxes will be made available to all students living in University Housing. Once these boxes are assigned, the remaining post office boxes will be made available to other students on a first come, first served basis for one full academic year for a $20.00 fee. Non University Housing students must go to the P.O. Box Store at http://auxiliary.georgiasouthern.edu/storesandshops/printshop/ or the lobby counter in the Main Dining Commons to purchase their box. After purchasing a box, the student will be assigned a box for the current year. The box can be accessed with three easy steps. First, log into my.georgiasouthern.edu and click on WINGS. Next, click on the “Personal Information” tab, then “View P.O. Box combination”. Both the P.O. Box number and the combination will be found on this page, as well as instructions on how to open the box.

Forwarding addresses should be left for students who will be:

- graduating
- withdrawing
- leaving for a semester
- completing a voluntary cancellation form

*If you forward your mail, your first class mail and periodicals will be forwarded to your forwarding address. Forwarding addresses can be updated on WINGS.*

If no forwarding address is on file, mail will be returned to sender.

If you have any questions, call the Georgia Southern Printing and Postal Services at (912) 478-6245.