Printing & Postal Services

Printing and Postal Services is a University owned and operated facility located in the Main Dining Commons on the Statesboro campus and in the Annex 2 Bldg. on the Armstrong campus. These facilities provide mail pick up, delivery, posting and boxing, and window services for faculty, staff and students. The second half of our task list is to print course packs, class required name badges, printed projects and any printed materials required by the campus community.

On the Statesboro Campus 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/printingandpostal/postal-services/ 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.

On the Armstrong campus all residential students have mailboxes in their residence halls.

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) 478-5697 on the Statesboro Campus and (912) 344-2820 on the Armstrong Campus. Visit our website at http://auxiliary.georgiasouthern.edu/printingandpostal/postal-services/.