

**Parent/Student Informational Brochure**  
**BGSU Postal Services**  
**Phone: (419) 372-2310**  
**[www.bgsu.edu/offices/services/postal.htm](http://www.bgsu.edu/offices/services/postal.htm)**

BGSU operates its own mail processing and pick up/delivery services as part of the United States Postal Services (USPS). Our services include Express, Priority, Certified, Registered, Insured, International, First Class and Standard (bulk) USPS Mail as well as an internal campus mail service. We also provide stamp and money order sales and a Standard (bulk) Mail processing service.

**Mail Processing, Pick Up and Delivery**

- BGSU Postal Services main office and processing center is located in 110 Park Ave. Warehouse. Hours are Monday - Friday 7:30 a.m. to 4:30 p.m.
- Incoming mail to the University is picked up by BGSU Postal Services at the City of Bowling Green Post Office at 8:00 a.m. Monday through Friday.
- All off-campus apartments (including campus-sponsored apartments) are delivered by the City of Bowling Green Post Office, not BGSU Postal Services.
- Greek Unit and Residence Hall mail is delivered by BGSU Postal Services between 11:30 a.m. to 2:00 p.m. Monday through Friday.
- The proper format to address mail for students living in Residence Halls or Greek Units is listed on the reverse side, and is available on the BGSU Postal Services website listed above.
- Outbound mail enters into the U.S.P.S mail stream when the City of Bowling Green Post Office picks up University mail between 3:15 - 3:45 p.m. Monday through Friday.
- C.O.D. items are held at the City of Bowling Green Post Office, 111 W. Washington Avenue (419-352-7545). A postal notice will be sent to the recipient via campus mail. Note: UPS, Airborne, DHL and Federal Express items are handled by Shipping and Receiving or the shipping company and not by University Postal Services.
- Express, Delivery Confirmation and Insured Mail pieces are delivered directly to the Greek Unit or Residence Hall. Certified, Registered and Signature Confirmation mail pieces are sent to Stamper's and an e-mail notice is sent to the recipient stating that they have to sign for and pick up their mail piece at Stamper's.

**STAMPER's Mail & Copy Center - 227 Bowen-Thompson Student Union**  
**Phone: (419) 372-9633**  
**[www.bgsu.edu/stampers](http://www.bgsu.edu/stampers)**

**Service Counter Hours of Operation at STAMPER's**

- 9:00 a.m. to 6:00 p.m. Monday through Thursday; 9:00 a.m. to 5:00 p.m. Friday
- 9:00 a.m. to 4:00 p.m. (Summer)

**Mail Services offered:**

- Express mail
- Certified mail
- Registered mail
- Insured mail
- International mail
- Standard (bulk) mail

**Retail Mail Services offered:**

- Stamp sales
- Money orders
- Padded Envelopes and CD/DVD Anti-static Envelopes
- Fax service (including international)
- Priority and Express Mail boxes/envelopes

## Bowling Green State University Housing Addresses by Alphabetical Order

Alpha Chi Omega 712 Ridge St. BG OH 43403-4307	Alpha Gamma Delta 1309 E. Wooster St. BG OH 43403-4021	Alpha Omicron Pi 716 Ridge St. BG OH 43403-4309	Alpha Phi 702 Ridge St. BG OH 43403-4300
Alpha Sigma Phi 1121 E. Wooster St. BG OH 43403-4009	Alpha Xi Delta 220 Thurstin Ave. BG OH 43403-4601	Anderson 1415 E. Wooster St. BG OH 43403-4004	Ashley 1416 Ridge St. BG OH 43403-4400
Batchelder 1418 Ridge St. BG OH 43403-4401	Bromfield 1417 E. Wooster St. BG OH 43403-4005	Chapman 125 N. Mercer BG OH 43403-4201	Chi Omega 714 Ridge St. BG OH 43403-4308
Compton 325 N. Mercer BG OH 43403-4203	Conklin D Residence Hall 1239 E. Wooster St. BG OH 43403-4018	Conklin G Residence Hall 1305 E. Wooster St. BG OH 43403-4020	Conklin North 1301 E. Wooster St. BG OH 43403-4003
Darrow 311 N. Mercer BG OH 43403-4202	Delta Chi 1217 E. Wooster St. BG OH 43403-4015	Delta Gamma 312 Thurstin Ave. BG OH 43403-4602	Delta Tau Delta 726 Clough St. BG OH 43403-4700
Delta Zeta 1241 E. Wooster St. BG OH 43403-4019	Dunbar 111 N. Mercer BG OH 43403-4200	Founders 707 E. Wooster St. BG OH 43403-4100	French House 708 Ridge St. BG OH 43403-4304
Gamma Phi Beta 212 Thurstin Ave. BG OH 43403-4600	Kappa Alpha Order 1233 E. Wooster St. BG OH 43403-4017	Kappa Delta 706 Ridge St. BG OH 43403-4302	Kappa Kappa Gamma 1229 E. Wooster St. BG OH 43403-4016
Kappa Sigma 1207 E. Wooster St. BG OH 43403-4013	Kohl 921 E. Wooster St. BG OH 43403-4001	Lambda Chi Alpha 1125 E. Wooster St. BG OH 43403-4010	McDonald East 711 Ridge St. BG OH 43403-4306
McDonald North 707 Ridge St. BG OH 43403-4303	McDonald West 703 Ridge St. BG OH 43403-4301	Offenhauer East 704 E. Merry St. BG OH 43403-4500	Offenhauer West 522 Thurstin Ave. BG OH 43403-4603
Phi Delta Theta 1203 E. Wooster St. BG OH 43403-4012	Phi Gamma Delta 1213 E. Wooster St. BG OH 43403-4014	Phi Kappa Tau 1105 E. Wooster St. BG OH 43403-4008	Phi Mu 710 Ridge St. BG OH 43403-4305
Phi Sigma Kappa 129 S. Prospect BG OH 43403-2905	Pi Beta Phi 1317 E. Wooster St. BG OH 43403-4023	Pi Kappa Phi 1129 E. Wooster St. BG OH 43403-4011	Rodgers 1101 E. Wooster St. BG OH 43403-4002
Sigma Kappa 1313 E. Wooster St. BG OH 43403-4022	Sigma Lambda Gamma 703 E. Reed St. BG OH 43403-4800	Sigma Phi Epsilon 1103 E. Wooster St. BG OH 43403-4007	Zeta Phi Beta 709 E. Reed St. BG OH 43403-4801