When you enroll at Juniata you will be given a mailbox number. You will share your mailbox number with one other Juniata student throughout your years at Juniata. When getting your mail, check to see that your name is on each mail piece before opening. You will be given a key to your mailbox. **Always remember to have your key with you**, because Juniata’s Post Office employees (most are Juniata students) are not permitted to get your mail from your mailbox for you. *(If you lose your key, you can replace it for only $5.)*

### Your New Address

**To receive your mail as quickly as possible, **always use your box number.** Here’s an example:**

Your Name  
Juniata College  
Box Number  
1700 Moore Street  
Huntingdon, PA 16652

If there aren’t enough address lines (in the case of some websites) include your box number like this:

Your Name/Box Number  
Juniata College  
1700 Moore Street  
Huntingdon, PA 16652

### To Receive Your Package Mail:

When a package arrives for you, it will be **processed and scanned in to the Smart Track system.** Once this is done, you will receive an e-mail from the Juniata Post Office notifying you that your package is ready for pick-up. A white slip is also placed in your mailbox. Present the white slip along with your Juniata ID at the window, Monday through Friday between 10 a.m. and 4 p.m., to receive your package.

### Move-In Packages:

The post office will begin accepting all packages for incoming students on Monday, July 13. If you have questions about shipping prior to your arrival please call or email.

Lori Hughes, postmaster • 814-641-3370  
jcpostoffice@juniata.edu • www.juniata.edu/services/post