



WESTMONT

MAILING SERVICES

Addressing Mail

Student Name

MS# XXXX

955 La Paz Road

Santa Barbara CA 93108

Tips:

- The "MS #" is the student's Mail Stop #. It must always be included. Students locate their MS# and mailbox lock combination on the private section of their student profile.
- To avoid delays, do NOT include "Westmont College" in the mailing address.
- When making purchases on-line for your student: Ensure shipper addresses the item to your student's name and address as formatted above. Be sure it does not ship with YOUR name as the recipient. This is a frequent cause for delays and/or returns to sender.
- Students will receive an email when a package has arrived and been processed. They must bring a student ID to retrieve their package during operating hours.

Overnight Shipping

For guaranteed overnight service, please utilize UPS overnight or FedEx Express overnight options when shipping packages to Westmont College. Find more important information about overnight shipping on westmont.edu/postoffice

Additional Services

The post office sells stamps and business envelopes (the bookstore sells larger and padded envelopes), and offers shipping via USPS, UPS and FedEx.