

# Student Post Room



University of  
Nottingham  
UK | CHINA | MALAYSIA

**Opening Hours**  
Monday to Friday  
11:00am - 6:00pm

[studentpostroom@nottingham.ac.uk](mailto:studentpostroom@nottingham.ac.uk)

Tel: 0115 748 7622

## How to address post to you.

It is important to use your

**:FULL NAME.**

**:ROOM NUMBER.**

**:HALL OF RESIDENCE.** University of Nottingham and

**:YOUR HALLS POST CODE.**

Please avoid using nicknames.

Address your item to the hall of residence you live in.

Do not use “**Student Post Room**” as your address as this will delay the notification of your item.

## Where do my parcels and letters go?

[Letters -> Your Welcome Point or JCR](#)

Letters go to the pigeonholes in your hall's JCR

(Junior Common Room)

If the contents are believed to be valuable, they may be kept at your Welcome Point.

[Parcels -> Student Post Room](#)

Anything larger than a letter will go to the Student Post Room.

You will receive an email notification to your student email account with a reference number when your item is ready to collect.

Please bring your student ID card with you when you come to collect.

During peak times collections may only be possible after 3:00pm, you will be notified when your item is ready to be collected via your University email address.

**Items received out of hours.**  **packcity**  
by Quadient

Packcity lockers located outside the student post room are utilised when the student post room is closed and over the weekends, In the event of your item being delivered to a packcity locker, you will receive an email from “packcity” which will include a barcode and pin number to allow you to collect your item. Also check your junk mail folder for packcity and mark it as not junk.

## Where to collect your parcels from.

Student Post Room  
Derby Hall  
Beeston Lane  
Nottingham  
NG7 2QT



## Online Store

You can send letters and large letters (upto 100g) and Small Parcels upto 2kg using our Royal Mail Services. Or parcels upto 10kg using our UPS courier service.

Both services are **UK only** addresses.



**A.** 1st Large Letter

**B.** Royal Mail  
148 Old Street  
London  
EC1V 9HQ

**C.** NOTT700123

**A.** Please use this box to give a short description of the service you have purchased

**B.** Write the address your item is going to in the area shown or attach a suitable label to your item.

**C.** You will receive an order reference number via email notification, please provide this in the bottom left corner of your item or label.

Please bring your item to the Student Post Room once you have made your purchase and completed the above steps.

**Please use our Student Post Room Website for further information**

