



Student Post Room information

University Park accommodation only (including Dagfa House and Varsity Beeston)

Opening hours

Monday to Friday
11am-6pm

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

USE POST CODE NG7 2QT

EXAMPLE



Sarah Woodward
Room 23
Ancaster Hall
University Park
University of Nottingham
NG7 2QT

- 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 letters will be delivered to the Student Post Room. Letters will be kept in pigeonholes in the Post Room corresponding to your hall of residence.
- If the contents are believed to be valuable, the Post Room staff will email you to let you know they are safe and ready for you to collect.

Parcels – Student Post Room

- Parcels 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 3pm. 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 during 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. Please check your junk mail folder for packcity and mark it as not junk.

Where to collect your post

Student Post Room
Derby Hall
Beeston Lane
Nottingham
NG7 2QT



Online store

- You can send letters and large letters (up to 100g) and small parcels up to 2kg using our Royal Mail services.
- You can send parcels up to 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

- Please use this box to give a short description of the service you have purchased.
- Write the address your item is going to in the area shown or attach a suitable label to your item.
- 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

