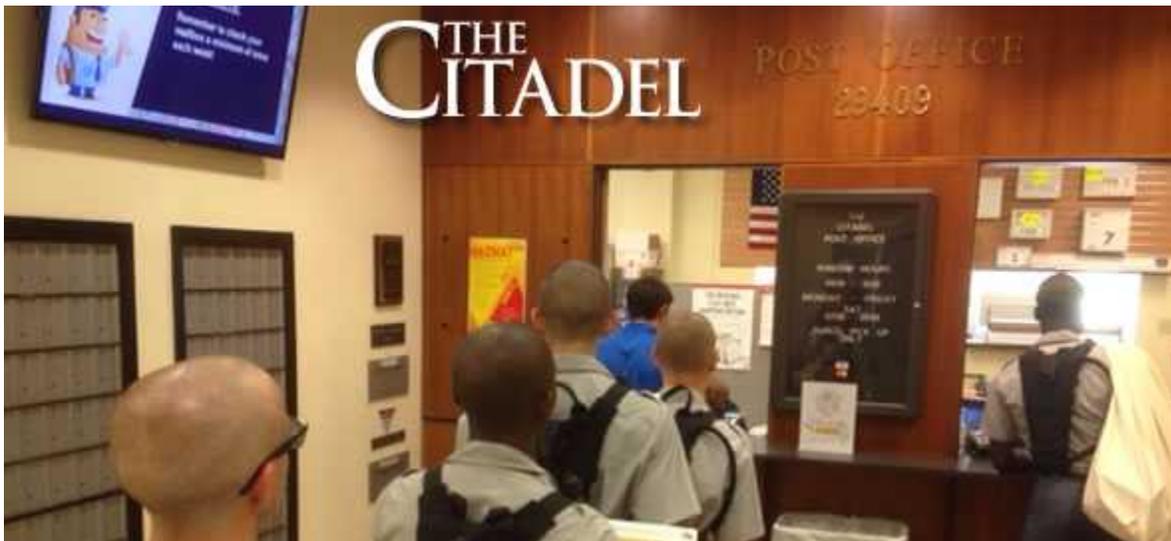


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**From:** The Citadel Post Office <tmcinty1@citadel.edu>

**Subject:** Your Cadet's Citadel mailing address



On behalf of The Citadel Post Office, Welcome to The Citadel Family! We hope you will review the information provided below with your cadet before they report to The Citadel on the 12th of August.

The Citadel Post Office is located in Mark Clark Hall. Our window hours are 9:30 a.m. to 4:00 p.m. Monday thru Friday, and 7:30 a.m. to 9:30 a.m. Saturday (parcel pick-up only). Incoming mail will be distributed to the mailboxes Monday through Friday by 11:00 a.m.

**Mailing Address:** To prevent delays in delivery of mail, please make sure to address all letters and packages in the following format:

First name - Middle name - Last name  
MSC XXXX The Citadel  
171 Moultrie Street  
Charleston, SC 29409

MSC stands for "Mail Stop Code". This is used in place of a PO Box, and must be used on all incoming mail and packages. In most cases, cadets will keep the same mailing address throughout their Citadel career. Please advise banks, magazine subscriptions, etc. to include the MSC number.

**Remember, your cadet's mail must include MSC XXXX The Citadel.** All incoming students should have received their MSC number via e-mail.

**Mailbox Keys:** During the orientation process, The Citadel Post Office will issue your cadet a key for their mailbox. If lost, we will charge their Quartermaster account \$10 to replace the key. They can keep this key until they permanently leave The Citadel.

**Packages:** Cadets receive an email notification from The Citadel Post Office when they have a package that needs to be picked-up.

**During Orientation:** We recommend that you **delay sending packages until after the first week of training.** During the first week, they won't have a lot of time to visit the post office. When they do, it will be in-between training events that bring them close to Mark Clark Hall. If they pick up a box, then they will have to carry that box with them until they have an event that takes them back to the barracks. Imagine carrying a box around campus for hours during the hottest and most humid time of the year in Charleston! Additionally, since they won't have email the first week, we cannot guarantee when they will receive notification that a package is waiting for them.

**THIS DOES NOT APPLY TO LETTERS!** Letters are easier to carry, so we strongly encourage friends and family to send them starting on the first day!

**After Orientation:** After the 20th of August their schedule will support regular visits to the Post Office. At that point you can send as many boxes as you want. Keep in mind, they'll still have to take the box back to their room.

**Box Sizes:** To make it easier for you to mail packages, we have arranged for the U.S. Postal Service (USPS) to send you a supply of shipping boxes and pre-addressed mailing labels. All you'll have to do is affix the postage and mail. These supplies should arrive within a month. Although any size package can be sent, we recommend using the small Priority boxes since they fit nicely into the "knobby bag".

**Carriers other than the U.S. Postal Service:** Independent couriers such as FedEx and UPS deliver their packages to the Central Supply Warehouse located on the "backside" of campus. Like the USPS service, they'll receive an email letting them know they have a package in the Warehouse ready for pickup. Please note that the Warehouse is not open on weekends or located in an area frequently visited during the first week of training. If you send a package by other means than the USPS, they probably won't be able to pick it up before Monday August 21st.

**This is worth repeating...**

- Mail sent through the U.S. Postal Service will be received and distributed by the Campus Post Office which is conveniently located in Mark Clark Hall and open on Saturday mornings.
- Mail delivered via Independent Couriers is received at the Central Supply Warehouse which does not have weekend hours and is located in an area cadets don't visit on a regular basis.

**A few last reminders:**

- Please do not send cash through the mail.

- Nicknames should not be used on their mail. This will cause delays and return of their mail.
- Remind them to notify The Citadel Post Office if their home address changes.
- The Post Office does not sell or cash money orders.

If we can be of any further assistance, please contact us at 843-953-7690. We are proud to serve your cadets and hope you have a great Citadel experience!

Best wishes...and Go Dogs!

Tim McIntyre  
The Citadel Post Office Director

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The Citadel Post Office  
171 Moultrie Street  
Charleston, SC 29409  
(843) 953-7690 | [citadel.edu](http://citadel.edu)