

## Post Office Information for Incoming Freshmen

The Citadel Post Office is located on the first floor in Mark Clark Hall. Our window hours are 8:30 a.m. to 4:00 p.m. Monday thru Friday. 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 Middle Last Name  
MSC # The Citadel  
171 Moultrie Street  
Charleston, SC 29409

*\*Note: Your cadet's MSC # will be provided in separate correspondence later in the summer.\**

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 # The Citadel.**

*\*Note (again): Your cadet's MSC # is provided in separate correspondence later in the summer.\**

**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 \$20 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: 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.

**Carriers other than the U.S. Postal Service**: For the convenience of the cadets, independent couriers such as FedEx and UPS will now be picked up at The Citadel Post Office, not the Central Supply Warehouse. Cadets will receive an email notification when they have a package that needs to be picked-up.

**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  
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