Mail and Package Policy

Stanford Conferences and Stanford Housing require all programs to establish a mailbox to receive mail for conference participants. This plan will improve the security of your mail and package deliveries and provide you with a consistent address that you can use throughout your summer conference tenure at Stanford, regardless of where you reside on campus.

Package delivery personnel will not be given access to the residences, which are secured 24 hours a day. Any packages mistakenly addressed to a conference attendee’s residence or Housing Front Desk will be returned to sender.

PACKAGE HOLDS
You can arrange with your carrier (e.g. FedEx, UPS, OnTrac, DHL) to hold your package at one of its service locations until you arrive. In this case, you will need to arrange your own transportation to pick up the package.

If you use UPS, you can request “Hold for Pickup” service, in which case your package will be delivered to the UPS facility of your choice and held for up to five days, free of charge. UPS will call you when the package arrives.

If you use FedEx, you can mark the “Hold at FedEx Location” box in the Special Handling section of your air way bill and indicate where the shipment should be held. FedEx will hold domestic packages for five days. Sign up for FedEx Delivery Manager to access convenient ways receive your packages. Please note that “Hold at FedEx Location” service is not required when using the FedEx Office at Tresidder Package Center, as packages will automatically be held at this location only. “Hold at FedEx Location” must be requested for all other FedEx package locations.

LOCAL MAILBOX OPTIONS
Stanford Post Office (require that you have a PO Box to receive USPS packages and mail. Complete the online application and bring the printed form, your emailed receipt and two IDs to the Post Office).
531 Lasuen Mall
Stanford, CA 94309
(650) 321-4239
http://www.usps.com

The UPS Store (will accept any packages and mail, including USPS, FedEx, DHL, and OnTrac only if you have a mailbox at this location).
855 El Camino Real, Suite 13A
Palo Alto, CA 94301
(650) 391-9842
https://paloalto-ca-6105.theupsstorelocal.com/
Mail and Package Policy

FEDEX OFFICE AT TRESIDDER UNION PACKAGE CENTER
Packages sent via any carrier other than USPS or FedEx use the following addressing standards:

Participant Name
Participant Stanford Email Address
459 Lagunita Drive
C/O FedEx Office – Conference/Camp Name
Stanford, CA 94305

All packages sent via FedEx, UPS, DHL, and OnTrac should also be addressed using the instructions listed above and will then be redirected to the FedEx Office at Tresidder Union Package Center. All packages shipped via the US Postal Service to an existing PO Box will be accepted and held for pick up at the Stanford Post Office as part of your PO Box Service; if you do not have a PO Box, USPS Packages that follow the addressing standards above will be available for pick-up at the FedEx Office at Tresidder Union Package Center. Recipients will need to show a photo ID to retrieve packages from the package center. Please have your carrier tracking number readily available for the package center.

Please note that packages that include the email address will allow the recipient to receive an email once the package is ready for pickup at the Tresidder Union location, as packages will need to be processed once they are received from the carrier.

The FedEx Office Business Center at Tresidder Union is open from Monday-Friday from 7:00AM- 7:00PM, Saturday from 10:00AM- 5:00PM, and closed on Sundays. The FedEx Office at Tresidder Union Package Center does not offer package delivery services.

Hours of Operation:

The FedEx Office Business Center will be open the following days/hours:

Monday-Friday 7:00am-7:00pm
Saturday 10:00am-5:00pm
Sunday: CLOSED

Contact Information:
Telephone: 650-723-3132
Email- usa1332@fedex.com

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