

U.S. Postal System

Mail is delivered to homes six days each week, Monday through Saturday. There is no mail delivery on federal (U.S. government) holidays, because the post office is a federal agency. You will find a Post Office in every town.

Stamps

When you buy a first class stamp (for letters up to 1 ounce; mailed within the U.S.), it will cost 44 cents (as of 5/2009). There are always many designs you can choose from. If you buy a **forever stamp**, you will be able to use this stamp for such letters even if/when postage rates increase. The stamp's "value" will always be whatever the rate for a 1-ounce letter is. That is why it is called a "forever stamp".


How to Address an Envelope

Write your name and address in the upper left corner. Your address is known as the *return address*. Write your friend's name and address in the center. Put the five- or nine-digit zip code on the same line as the city and state. Use the official 2-letter state abbreviations. For letters going outside the U.S., write the name of the country on a separate line at the bottom. Write in English and use all capital letters. The stamp goes in the upper right corner.

You can get a free booklet, International Postal Rates and Fees, at any Post Office. It includes information about:

- ☐ Rates for international letters and packages
- ☐ Descriptions of security safeguards
- ☐ Restrictions on the size and weight of letters and packages

You should use First-Class Mail for letters, post cards, and most personal correspondence within the U.S. For international delivery, you can use surface, air, Global Priority, or Express Mail International (in increasing order of speed).

<p>Mary Smith 123 Main Street Town, MA 12345</p>	 <p>Professor John Johnson 456 High Street City, MA 12345-1111</p>
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Speed of Mail Delivery

The Post Office says that most first class mail within the US takes 3-4 business days to arrive. Mail within one city takes one or two days to arrive. Or you can use Priority Mail to major cities in the U.S. Priority Mail "strives for" (but does not guarantee) delivery within two days. For overnight delivery, the U.S. Post Office offers Express Mail. Or try a private company like Federal Express (<http://www.fedex.com>), DHL (<http://www.dhl.com>), or UPS (<http://www.ups.com>).

Airmail to other countries (both letters and packages) is supposed to take 7-10 days. Surface mail takes from 4-12 weeks, depending on the distance and the delivery system in the other country. Global Priority Mail, offered to over 40 countries, is supposed to be faster than airmail, and Express Mail International (available to 180 countries and territories) is the fastest.

Mail delivery within the U.S. is generally thought to be safe from theft and loss. But you may want to use one of several security safeguards for valuable items.

Local Post Office Branches

Babson Park Branch

231 Forest Street, Wellesley, MA

Business Hours

Mon-Fri 9:00-1:00pm / 2:30-4:30pm

Sat-Sun Closed

Wellesley Branch

1 Grove Street, Wellesley, MA

Business Hours

Mon-Fri 7:30-6:30pm

Sat 8:00-1:00pm

Sun Closed

Wellesley Hills Branch

337 Washington Street,
Wellesley, MA

Business Hours

Mon-Fri 8:00-5:00pm

Sat 8:00-1:00pm

Sun Closed

Newton Lower Falls Branch

2344 Washington Street,
Newton Lower Falls, MA

Business Hours

Mon-Fri 9:00-5:00pm

Sat-Sun Closed

Needham Heights Branch

844 Highland Avenue,
Needham Heights, MA

Business Hours

Mon-Fri 7:30-5:00pm

Sat-Sun Closed

For more information about locating a Post Office, services offered or even to purchase stamps, visit <http://www.usps.com>.

Wellesley College Post Office

Wellesley College Mail Services offers limited postal services to the Wellesley community. At this location, you can buy postal stamps, pick up packages mailed to you, and send mail domestically (up to 10 pounds) and internationally (letters and printed materials up to 10 pounds).

For more information about Mail Services on campus, please visit <http://www.wellesley.edu/PostOffice/>.

Mail Services

Lulu Chow Wang Campus Center, 2nd Floor

Business Hours

Retail Service Window: Mon-Fri 10:00am-3:00pm

Package Pick Up: Mon-Fri 10:00am-4:30pm

Student Mail Unit Access: 24 hours a day, 7 days a week