

Mail Service

Each department is assigned a mailbox in the central Mail Center located in the DeWitt Center. Both incoming and on-campus mail will be channeled through this area. Please make certain all mail includes name and department/organization/dorm/apt/cottage. Do not use building names.

The Mail Center will meter and post official Hope College correspondence and packages if the originating department name or account number is shown in the upper left hand corner. Personal correspondence will be posted only when it is properly stamped.

United Parcel Service (U.P.S.) and Federal Express are also available through the mailroom.

U.S. mail is received from and delivered to the Holland Post Office three times daily.

Written communications to all Hope College employees are best handled through the Mail Center. Inter-office correspondence envelopes are available in the Business Services Office.

For incoming mail addresses please use:

Name
Department
P.O. Box 9000
Holland, MI 49422-9000

For incoming UPS and Federal Express:

Name
Department
141 E. 12th Street (or specific dept. address)
Holland, MI 49423-3607