Your Mailing Address:

All incoming US Postal Service Mail
Should be addressed as follows:

YOUR NAME
Student PO BOX #
St. John's University
Collegeville, MN 56321

All incoming items from other couriers
(Ex: UPS, FED EX, Speedee, DHL etc
Should be addressed as follows:

YOUR NAME
2746 Sexton Drive
Student PO BOX #
St. John's University
Collegeville, MN 56321

To Look Up/Obtain Your PO Box & Combo:

1. Log onto the CSB/SJU homepage (www.csbsju.edu).
2. Click Tools on the top of the homepage.
3. Click Banner Web Self Service.
4. Click Enter Secure Area (SJU Students) and log in with your Banner ID Number and Web Security Code (WSC).
5. Once inside the main menu of Banner click on Personal Information.
6. Inside the Personal Information menu click the link View Addresses and Phones.
7. Inside here you should find your PO Box number with the combo listed below it. Please note the combo is shown in the form 999999 and should be read as 2-digit numbers 99-99-99.

INSTRUCTIONS FOR OPENING COMBINATION LOCKS FOR STUDENT MAILBOXES

Turn dial to the left, a few times (to clear), stopping when first combination number is aligned with the index.

Turn dial to the right, passing your first combination number, and then stopping when the second combination number is aligned with the index.

Turn dial to the left, stopping when the third combination number is aligned with the index.

Slowly turn to the right to open.

Your Address

- All SJU student mail is delivered to your P.O. BOX, not your dorm room.
- DO NOT have mail addressed to your dorm, it will be delayed.
- Notices will be given for items too large for your box.
- These items may be picked up at the Campus Mail Center Office window during regular office hours.
- A picture I.D. and signature are required.
- Notices are e-mailed from sjumail@CSBSJU.EDU.
- Packages must be picked up within 1 month.