

Mailing Information – Cleveland State University Residence Life and Housing

General Guidelines

- All mail and packages need to **include FULL FIRST and Last names AND Unit Numbers**.
- Packages not picked up within 30 days may be returned to the sender.
- Upon moving out, residents are responsible for forwarding their mail. Mail received after checkout will be returned to the sender.
- **Food & Delivery Services** (e.g., DoorDash, Grubhub, Instacart)
 - Must be received by the resident in the **lobby**.
 - Delivery drivers are **not permitted** on residential floors.
 - Residence Life staff cannot accept deliveries from couriers.

Euclid Commons

Address Format:

(FIRST & LAST NAME)

2450 Euclid Avenue, EC 198

APT# (___)

Cleveland, OH 44115

Incoming Mail

- Each apartment has a designated mailbox that is shared between all roommates within that unit.
- Each resident will be provided with a key to access their assigned mailbox (labeled with apartment number).
- The mailroom is located near the Euclid Commons 4 Desk past the turnstiles.

Outgoing Mail

- To return/send mail through USPS, there are multiple outgoing mail envelope slots in the mailbox area.
- Any packages needed to be sent via USPS/FedEx/UPS will need to be taken to a post office/ appropriate carrier office.

Packages

When you receive a package:

- You will get an **email notification** when it's ready for pickup.

- Packages can be claimed 24/7 from the Euclid Commons North Desk (EC4) with a valid ID.

Important Note:

- Some carriers may email you stating your package has been delivered, but it **may not yet be ready for pickup**.
- Staff need time to **sort and log** packages.
- Only come to the desk **after receiving an email from Residence Life** confirming your package is ready.

The Edge

Address Format:

(FIRST & LAST NAME)

1750 Euclid Avenue

APT# (___)

Cleveland, OH 44115

Incoming Mail

- Each apartment has a designated mailbox that is shared between all roommates within that unit.
- Each resident will be provided with a key to access their assigned mailbox (labeled with apartment number).
- The mailroom is located in the main lobby near the elevators.

Outgoing Mail

- To return/send mail through USPS, there are multiple outgoing mail envelope slots in the mailbox area.
- Any packages needed to be sent via USPS/FedEx/UPS will need to be taken to a post office/ appropriate carrier office.

Packages

- Packages are delivered to the Luxer One system and placed within lockers.
- Residents receive a **QR code and pickup instructions via their CSU email**.
- Lockers are located through the main floor lounge near the gym.

The Langston

- Mail should be addressed to the residents' Breezeway address.
- include both first and last name and unit number.

Incoming Mail

- Mailboxes are located in each of the 3 front buildings on Chester Avenue:
 - **Building 1** – for Units in Buildings 1, 2, and 3
 - **Building 4** – for Units in Buildings 4, 5, and 6
 - **Building 7** – for Units in Buildings 7, 8, and 9
- Each apartment has a shared mailbox, and each student should receive a mail key at check in.

Outgoing Mail

- To return/send mail through USPS, there are multiple outgoing mail envelope slots in the mailbox area.
- Any packages needed to be sent via USPS/FedEx/UPS will need to be taken to a post office/ appropriate carrier office.

Packages

- **ALL** delivered to **Parcel Pending lockers in Building 4.**
- Students **receive a code via their CSU email** to open their assigned locker.

Important Notes:

- If unit numbers are missing, USPS may reroute packages to the office. Staff will add the unit number and return them to USPS.

Building and Breezeway Addresses

Langston Office: 2303 Chester Avenue, Cleveland, Ohio 44114

Building 1: 2139 Chester Avenue, Cleveland, Ohio 44114

- Has mailroom for buildings 1,2, & 3

Building 4: 2243 Chester Avenue, Cleveland, Ohio 44114

- Has mailroom for buildings 4,5, & 6
- Parcel locker system located in this building

Building 7: 2311 Chester Avenue, Cleveland, Ohio 44114

- Has mailroom for buildings 7,8, & 9

Building	Breezeway Units	Address
Building 2	Breezeway 1: (Units 2101, 2201, 2202, 2301, 2302)	1801 E. 21st St.
	Breezeway 2: (2103, 2104, 2203, 2204, 2303, 2304)	1791 E. 21st St.
	Breezeway 3: (2105, 2106, 2205, 2206, 2305, 2306)	1781 E. 21st St.
	Breezeway 4:	1771 E. 21st St.

	(2107, 2108, 2207, 2208, 2307, 2308)	
	Breezeway 5: (2110, 2209, 2210, 2309, 2310)	1761 E. 21st St.
Building 3	Breezeway 1: (3101, 3201, 3202, 3301, 3302)	1830 E. 22nd St.
	Breezeway 2: (3103, 3104, 3203, 3204, 3303, 3304)	1820 E. 22nd St.
	Breezeway 3: (3105, 3106, 3205, 3206, 3305, 3306)	1810 E. 22nd St.
	Breezeway 4: (3107, 3108, 3207, 3208, 3307, 3308)	1800 E. 22nd St.
	Breezeway 5: (3110, 3209, 3210, 3309, 3310)	1790 E. 22nd St.
Building 5	Breezeway 1: (Units 5101, 5201, 5202, 5301, 5302)	1831 E. 22nd St.
	Breezeway 2: (5103, 5104, 5203, 5204, 5303, 5304)	1821 E. 22nd St.
	Breezeway 3: (5105, 5106, 5205, 5206, 5305, 5306)	1811 E. 22nd St.
	Breezeway 4: (5107, 5108, 5207, 5208, 5307, 5308)	1801 E. 22nd St.
	Breezeway 5: (5110, 5209, 5210, 5309, 5310)	1791 E. 22nd St.
Building 6	Breezeway 1: (Units 6101, 6201, 6202, 6301, 6302)	1844 E. 23rd St.
	Breezeway 2: (6103, 6104, 6203, 6204, 6303, 6304)	1834 E. 23rd St.
	Breezeway 3: (6105, 6106, 6205, 6206, 6305, 6306)	1824 E. 23rd St.
	Breezeway 4: (6107, 6108, 6207, 6207, 6307, 6308)	1814 E. 23rd St.
	Breezeway 5: (6110, 6209, 6210, 6309, 6310)	1804 E. 23rd St.
Building 8	Breezeway 1: (Units 8101, 8201, 8202, 8301, 8302)	1845 E. 23rd St.
	Breezeway 2: (8103, 8104, 8203, 8204, 8303, 8304)	1835 E. 23rd St.
	Breezeway 3: (8105, 8106, 8205, 8206, 8305, 8306)	1825 E. 23rd St.
	Breezeway 4: (8107, 8108, 8207, 8208, 8307, 8308)	1815 E. 23rd St.
	Breezeway 5: (8110, 8209, 8210, 8309, 8310)	1805 E. 23rd St.
Building 9	Breezeway 1: (Units 9101, 9201, 9202, 9301, 9302)	1856 E. 23rd St.
	Breezeway 2: (9103, 9104, 9203, 9204, 9303, 9304)	1846 E. 23rd St.
	Breezeway 3: (9105, 9106, 9205, 9206, 9305, 9306)	1836 E. 23rd St.

	Breezeway 4: (9107, 9108, 9207, 9208, 9307, 9308)	1826 E. 23rd St.
	Breezeway 5: (9110, 9209, 9210, 9309, 9310)	1816 E. 23rd St.