

Addressing Formats for Parcel Deliveries for University Departments (Faculty/Staff)

Updated 6/17/21

Student parcels, follow Campus Mail instructions:

<https://www.binghamton.edu/services/campus-mail/addressing-mail-format.html>

Shipping via USPS: use Campus Mail addressing format

(<https://www.binghamton.edu/services/campus-mail/addressing-mail-format.html>)

Shipping via courier service (e.g. UPS, FedEx, DHL, etc.):

Campus / Building	Addressing Format	Example
Main Campus - All Buildings	Recipient Name Binghamton University Department, Building Abbreviation-Room # 4400 Vestal Parkway E. Binghamton, NY 13902-4400	John Doe Binghamton University Dept. of XYZ, XX-123 4400 Vestal Parkway E. Binghamton, NY 13902-4400
Innovative Technologies Complex (ITC) - All Buildings	Recipient Name Binghamton University Department, Building Abbreviation-Room # 4400 Vestal Parkway E. Binghamton, NY 13902-4400	Jane Doe Binghamton University Dept. of XYZ, CE-0123 4400 Vestal Parkway E. Binghamton, NY 13902-4400
Downtown Campus - University Downtown Center	Recipient Name Binghamton University Department, Building Abbreviation-Room # 67 Washington St. Binghamton, NY 13901	John Doe Binghamton University College of Community & Public Affairs, DC-123 67 Washington St. Binghamton, NY 13901
Health Sciences Campus (HSC) - Pharmacy Building	Recipient Name Binghamton University Department, Building Abbreviation-Room # 96 Corliss Ave. Johnson City, NY 13790-2340	Jane Doe Binghamton University School of Pharmacy & Pharm. Sciences, PB-123 96 Corliss Ave. Johnson City, NY 13790-2340
Health Sciences Campus (HSC) - Health Sciences Building	Recipient Name Binghamton University Department, Building Abbreviation-Room # 48 Corliss Ave. Johnson City, NY 13790	John Doe Binghamton University Decker College of Nursing, HSB-123 48 Corliss Ave. Johnson City, NY 13790

List of Building Abbreviations: <https://directory.binghamton.edu/#buildings>

More information: <https://www.binghamton.edu/physical-facilities/core-services/central-receiving/index.html>