



## How To Get Your Post In GHR

All incoming post mail is delivered to the post boxes along the outside wall of the Accommodation Blocks. Below is information that will allow you to direct post and parcels to your correct address.

Your full postal address for all correspondence:

Your full name Apt XXX Block X, Griffith Halls Of Residence, South Circular Road, Dublin 8, Ireland

Irish postcodes can be found here - <https://www.eircode.ie/> Simply type your address into the search bar to find your code.

Parcels and packages can be collected from the accommodation office between 9am and 5:30pm Monday to Friday (closed for lunch between 1pm and 2pm).

One post box key is available per apartment. Residents of a given apartment must share this key for the duration of their stay. One resident may collect the key from the Accommodation Office and they are responsible for returning it at the end of their stay. Registered post is held in the Accommodation Office until collected by the resident. Students will be notified when they have received a parcel or registered letter by email. Any post that is not claimed in a timely manner will be returned to the sender. There is a €20 charge for lost or unreturned mailbox keys.

Residents are asked to note that the Accommodation Office does not offer a mail redirection service for departed students or over the summer period.

Before collecting post residents are asked to please sign for their packages [via their student portal](#). Packages cannot be released without being signed for.

Residents must make their own arrangements with An Post. For more information see [http://www.anpost.ie/personal/personal\\_postalservices\\_swiftpack.html](http://www.anpost.ie/personal/personal_postalservices_swiftpack.html)

Please be sure to notify banks and other companies of your new address once you have departed from GHR.