

# 國立交通大學學生信件來往注意事項

## 一、寄信注意事項：

(一) 學生寄信：地址填寫如下，本校之郵遞區號為 300-10。

□□□-□□ 新竹市大學路 1001 號交大第○○宿舍(○區)○○○室 ○緘  □□□ 台北市大安區金山南路二段 60 號 王大明先生收
--

備註：(○區:宿舍所屬區名)、(第○○宿舍:學生住宿的宿舍)

(二) 寄件人寄給學生：請提醒寄件人填寫受信人地址時，務必註明【所屬區名、○○舍○○○室、手機號碼】，如下表所示：

□□□台北市大安區金山南路二段 60 號 王大明寄  □□□-□□ 新竹市大學路 1001 號交大第○○宿舍(○區) ○○○室(手機號碼) 陳小玉 收
--

備註：(第○○宿舍:學生所住的宿舍)、(○區:宿舍所屬區名)、收件人需為真實姓名(外郵信件請填寫護照英文全名)

(三) 為避免郵差遞送錯誤，造成領取時之困擾，請提醒寄件人填寫受信人地址時，務必註明【所屬區名、○○舍○○○室】，區名如下表所示：

區名 Area Name	遞送地點 Delivery Location	宿舍名稱 Dormitory Name	領取時間 Time to Collect Mails
博愛 Boai	300 新竹市 博愛街 75 號	2 舍、3 舍、4 舍、5 舍、6 舍、逸軒 Dormitory 2; 3; 4; 5; 6; Dormitory Yi Hsuan.	<b>08:30-16:30</b>
北區 North	研一舍 Graduate Student Dormitory 1	9 舍、10 舍、研一舍 Dormitory 9; 10; Graduate Student Dormitory 1.	19:00-23:00
南區 South	13 舍 Dormitory 13	12 舍、13 舍、研二舍 Dormitory 12; 13; Graduate Student Dormitory 2	19:00-23:00
東區 East	7 舍 Dormitory 7	7 舍、8 舍 Dormitory 7; 8	19:00-23:00
竹軒 Dormitory Chu Hsuan	竹軒 Dormitory Chu Hsuan	11 舍、竹軒 Dormitory 11; Dormitory Chu Hsuan	19:00-23:00
女二舍 Female Dormitory 2	女二舍 Female Dormitory 2	女二舍 Female Dormitory 2	19:00-23:00
研三舍 Graduate Student Dormitory 3	研三舍 Graduate Student Dormitory 3	研三舍 Graduate Student Dormitory 3	19:00-23:00

(四) 務必使用耐用信封，以免傳遞時破損，致內容物遺失。

## 二、領信注意事項：

### (一) 領取地點：

1. 貨運行、快捷、郵局大型包裹等：請至宿舍所屬區名之宿舍管理員領取。
2. 郵局掛號、包裹等：請至文書組(中正堂 1 F)領取。
3. 平信(限時平信)、外郵普通平信或包裹：請至學生房號信箱或各宿舍管理員詢問領取。
4. 學生未住宿者：請寄件人註明○○館○○○室○○系所，並於各系辦領取。
5. 其他掛號、包裹：如以上地點皆不便領取，請寄件人於收件地址後加註【存局領取】，並至交大郵局領取。

### (二) 掛號、包裹，委託別人至文書組代領者，請攜帶代領人證件及收件學生的學生證領取(亦可以手機出示收件學生的學生證)，以備查驗。

### (三) 文書組領信時間如下：週一至週五：08：00～17：00

## 三、掛號公告方式

### (一) 寄至宿舍的貨運行包裹、郵局快捷及大型包裹，由宿舍管理員代為通知。

### (二) 寄至系所者，各館舍管理員至文書組領回轉發。

### (三) 文書組每日掛號信登錄作業完成後 E-mail 通知受信人領信(其帳號須在本校資訊技術服務中心申請者為限)，亦可至文書組網頁上查詢，

學生掛號公告 ( <https://mailsys.nctu.edu.tw/mailnotify/inde○.htm> )

信件查詢系統 ( <https://mailsys.nctu.edu.tw/mailnotify/MailSearch.asp> )

### (四) 寄至宿舍的掛號、包裹，每日由宿舍管理員領取宿舍領信通知單張貼公告。

### (五) 未書明受信人所屬單位或宿舍、房號致無法分發之外郵信件，即時公告在文書組網站英文信件招領(<http://www.ga.nctu.edu.tw/document-division/engletter>)。

### (六) 為免耽誤信件處理時效，凡經 15 天未至文書組領取之掛號信件，將退回原寄信人處理。

## 四、英文姓名建檔：至文書組網站上的英文姓名建檔系統(<https://mailsys.nctu.edu.tw/engname/>)

建立自己英文姓名資料，可以減少外郵接不到的困擾，請大家多多利用。

# Guidelines Regarding Correspondence with NCTU Students

## 1. Guidelines for sending mails

- (1) For students sending mails: The layout of addresses should be arranged as follows. The zip code of NCTU is 300-10.

300 - 10	
Room No., Dormitory Name (Area Name)	
1001 University Road, (East District)	
Hsinchu, Taiwan 300, ROC.	
Your Name	
□□□	
The Recipient's Name	
The Recipient's address:	

Note: The “dormitory name” is the name of the dormitory where you live in, and the area name is the name of the area where your dormitory is located in.

- (2) For senders sending mails to students: Please remind the sender to specify the recipient’s room number, dormitory name, area name, and cellphone number when filling in the recipient’s address, as shown in the following example.

□□□ - □□	
Sender's Address	
Sender's Name	
300 - 10	
The Recipient's Name (Cellphone No.)	
Room No., Dormitory Name (Area Name)	
1001 University Road, (East District)	
Hsinchu, Taiwan 300, ROC,	

Note: The “dormitory name” is the name of the dormitory where you live in, and the area name is the name of the area where your dormitory is located in. The recipient’s name must be his or her real name (please use the recipient’s full name specified in his or her passport if you are mailing an international mail).

- (3) In order not to confuse postmen when they are delivering mails, please remind the sender to specify the room number, the dormitory name, and the area name when writing the recipient's address. Names of dormitories and area names are listed as below.

Area Name	Delivery Location	Dormitory Name	Time to Collect Mails
Boai	No. 75, Boai Street, Hsinchu 300, Taiwan, ROC.	Student Dorm 2; 3; 4; 5; 6; Dormitory Yi Hsuan.	<b>08:30-16:30</b>
North Area	Graduate Student Dorm 1	Student Dorm 9; 10; Graduate Student Dorm 1	19:00-23:00
South Area	Student Dorm 13	Student Dorm 12; 13; Graduate Student Dorm 2	19:00-23:00
East Area	Student Dorm 7	Student Dorm 7; 8	19:00-23:00
Chu-Hsuan Female Dorm	Chu-Hsuan Female Dorm	Student Dorm 11; Chu-Hsuan Female Dorm	19:00-23:00
Female Student Dorm 2	Female Student Dorm 2	Female Student Dorm 2	19:00-23:00
Graduate Student Dorm 3	Graduate Student Dorm 3	Graduate Student Dorm 3	19:00-23:00

- (4) Please use durable envelopes in case nondurable ones are broken during delivery and thus cause the loss of contents.

## 2. Guidelines for Collecting Mails

### (1) The location to collect mails

- Concerning large packages and parcels delivered by freight companies and express delivery companies, and large packages delivered by the Post Office, please collect them at the office of dormitory managers of the dormitory designated as the delivery location of the particular area where your dormitory is located in.
- Concerning registered mails and parcels delivered by the Post Office, please collect them at the Division of Documents and Files (on the ground floor of Chung Cheng Auditorium).
- Concerning ordinary mails, prompt ordinary mails, and international ordinary mails or parcels, please collect them from the mail box with students' dormitory room number or at the office of dormitory managers of your dormitory.
- To students not living in the dormitories on campus: please remind senders to specify the room, the building, and the department/institute on their envelopes. Afterward, students who do not live in the dormitories on campus can collect their mails at their department office.
- Regarding registered mails and parcels not included in the categories above, if it is not convenient for you to collect your mails, packages or parcels in the location mentioned above, please remind senders to specify "*Poste Restante*" after the recipient's address. Afterward, you can collect the mails, packages, or parcels at the Post Office at NCTU.

- (2) If you need to ask a person to collect your own registered mails or parcels for you at the Division of Documents and Files, that person has to show his or her own ID card and your student ID card (he or she can also display the photo of your student ID card on his or her smartphone) for inspection.
- (3) Time to collect mails: Monday to Friday; 8:00 am to 17:00 pm.

### 3. Ways to Announce the Collection of Registered Mails

- (1) Collection of large packages and parcels sent to student dormitories by freight companies and express delivery companies and express mails/parcels sent to student dormitories by the Post Office will be announced by dormitory managers.
- (2) Mails/packages/parcels sent to each department/institute will be collected at the Division of Documents and Files by building managers. Afterward, the building managers will deliver them to each department/institute.
- (3) After the Division of Documents and Files completes the task of daily registration of registered mails, the division will notify recipients to collect their mails (the recipients' accounts must be applied for at the Information Technology Service Center at NCTU). Students can also check the mail status on the following sites:  
Notification of Registered Mails:  
(<https://mailsys.nctu.edu.tw/mailnotify/index.htm>)  
NCTU Mail Search System  
(<https://mailsys.nctu.edu.tw/mailnotify/MailSearch.asp>)
- (4) The notification of collection of registered mails and parcels sent to student dormitories will be posted by student dormitory managers every day.
- (5) International mails that cannot be distributed due to the lack of specifications of department/institute, dormitory names and room numbers will be announced on the following English site of Claim and Collect established by the Division of Documents and Files:  
(<http://www.ga.nctu.edu.tw/document-division/engletter>).
- (6) In order not to delay mail-processing tasks, registered mails unclaimed for over 15 days will be sent back to original senders by the Division of Documents and Files.

4. Archive Your English Name: Please establish your English name in the archiving system of English names on the following site of the Division of Documents and Files. Archiving your English name on this site can reduce the troubles of not getting notifications of the international mails sent to you.

Please make the most use of it.

The archiving system of English names:

<https://mailsys.nctu.edu.tw/engname/>