

# 國立交通大學學生信件來往注意事項

## 一、寄信注意事項：

(一)寄信人地址填寫如下，本校之郵遞區號為 300-10。

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新竹市大學路一〇〇一號交大第xx宿舍(○區)徐緘
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台北市大安區金山南路二段 60 號
王大明先生收

(二) 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，務必加註所屬區名，如下表所示：

區名 Area	遞送地點 Delivery Location	宿舍名稱 Name of Dormitory	領取時間 Time
北區 North	研一舍 Graduate Dormitory1	9 舍、10 舍、11 舍、研一舍、竹 軒 Dormitory9,10,11, Graduate ormitory1, Chu Hsuan Dormitory	19:00-23:00
南區 South	13 舍 Dormitory 13	12 舍、13 舍、研二舍 Dormitory12,13, Graduate Dormitory2	19:00-23:00
東區 East	7 舍 Dormitory 7	7 舍、8 舍、女二舍 Dormitory7,8, Female Dormitory2	19:00-23:00

(三)包裹收件人務必填寫宿舍別、寢室號碼及電話(行電)，以利查詢領取，如未填寫者退回文書組辦理。

(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) 凡寄至光復校區學生宿舍之大包裹，請親自向第一點(二)所列各分區地點之值班館舍管理員領取，小包裹及掛號信請帶學生証至文書組(位於中正堂一樓)領取。

(二) 其他掛號郵件，委託別人至文書組代領者，請將學生證交予代領人，代領人亦須攜帶本人之學生證，以備查驗。

(三) 文書組領信時間如下：

週一至週五上午 08：00~17：00

## 三、掛號公告方式

(一)寄至宿舍的掛號信件，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) 每天掛號信登錄作業完成後，文書組發 E-mail 通知領信(其帳號須在交大

計中申請者為限)，亦可至文書組網頁上查詢，

( <https://mailsys.nctu.edu.tw/mailnotify/index.htm> )

(四) 沒有寫清楚系所或宿舍的外郵信件，每天公告在文書組網站「英文信件招領」上。

(五) 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、至文書組網站上的「英文姓名建檔系統」建立英文姓名資料，可以減少外郵接不到的困擾，請大家多多利用。

## Reminder of Correspondence for NCTU Students

### 1. Reminder for letter-sending

- (1) The layout of addresses should be as follows. The zip code of NCTU is 300-10.

<p>□□□-□□</p> <p>1001 University Road, (East District,) Hsinchu, Taiwan 300, ROC, <i>dorm number, your name</i></p> <p>□□□</p> <p>The addressee's address</p> <p>Addressee's name</p>	<p>stamp</p>
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- (2) In order not to confuse postmen as they deliver letters, please remind the sender to add the district name when writing the addressee's address as below.

District Name	Delivery Location	Dormitory Name	Time of Letter Service
North District	Graduate Student Dorm 1	Student Dorm 9, 10, 11 & Graduate Student Dorm 1 & Chu-Hsuan Female Dorm	19:00-23:00
South District	Student Dorm 13	Student Dorm 12, 13 & Graduate Student Dorm 2	19:00-23:00
East District	Student Dorm 7	Student Dorm 7, 8 & Female Student Dorm 2	19:00-23:00

- (3) For easy access to checking, dorm name, dorm number and contact number(cell-phone) must be stated on packages. Packages without clear information will be sent back to Document and File Division.
- (4) Please use durable envelopes so as not to cause any losses during delivery.

## 2. Reminder for letter-receiving

- (1) Big packages sent to Kuang Fu Campus would be allocated to different Districts where different dorms belong to. To receive big packages, just go to the delivery location in your District; for smaller packages or registered mails, just go to Document and File Division(1<sup>st</sup> floor of Chung Cheng Auditorium) with your student ID card.
- (2) When receiving letters for others, please make sure you carry both of your and his/her student ID card for verification.
- (3) Time of letter service:  
Morning: 8:00 a.m. – 12:00 a.m.  
Afternoon: 1:30 p.m. – 5:00 p.m.

## 3. Notice of registered letters

- (1) Registered letters directed to dorms will be processed by dorm managers.
- (2) For letters directed to departments, each department manager should take the letters back from Document and File Division and deliver them.
- (3) Document and File Division will send e-mails to inform addressees after registering letters everyday. (This mail service is limited to those accounts registered in Information Technology Service Center.)To check mails, you can go to <http://140.113.40.11:8080/mailnotify/>.
- (5) The overseas letters without clear addresses will be announced in “Announcement about the overseas letter nobody receives” section on the Document and File Division website everyday.
- (6) To maintain quality of mail-processing, the registered letters unclaimed for over 15 days will be sent back to the senders by Document and File Division.