

中文

信件、包裹郵寄注意事項

- 郵件、包裹收受地址請詳細註明姓名、系所、班級及手機，住宿舍同學務必註明房號，(例如：333326 桃園市龜山區萬壽路一段 300 號○○系三 B 王○明同學收，09xx-xxx-xxx)，本校總務處文書組依法辦理僅受託代收公告招領。若無詳細註明，經公告起十四日內未領取，造成收發人員無法轉交，則拒收，退回原寄件人。
- 若無詳註收件人資料，多位同名同姓之郵件，造成收發人員無法辨識，因法律規定不能開封非本人之信件，則第一時間依各相關規定退回寄件人，無法代收。
- 學生掛號郵件、包裹自公告起十四日內仍未領取，將以招領逾期或查無此人退回原址之方式處理。
- 公告查詢路徑：龍華科技大學網頁 / 行政單位 / 總務處 / 各組連結 / 文書組 / 郵件、包裹處理公告。
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英文

Notice for Mailing Letters and Packages

- Please ensure the recipient's information on letters or packages **includes the student's department, class, full name, contact number and Dormitory room number**. For example: "333326, No. 300, Section 1, Wanshou Road, Guishan District, Taoyuan City, Taiwan for Wang ○ Ming, the recipient's Department, class, dormitory room number, mobile phone number 09xx-xxx-xxx." The General Affairs Office's Documentation Section at our university is only authorized to accept, announce, and hold these items temporarily. **If the required details are not clearly provided and the item is not claimed within 14 days of the public notice, resulting in the inability of staff to deliver the item, it will be rejected and returned to the sender.**
- **If the recipient's information is not clearly specified, and there are multiple individuals with the same name**, the mail cannot be identified by the receiving staff. Due to legal regulations prohibiting the opening of mail not addressed to oneself, such items will be returned to the sender immediately in accordance with relevant policies.
- **If unclaimed within 14 days of the announcement, the item will be returned to the sender as either undeliverable or as unclaimed.**
- Announcement Lookup Path: Visit the Lunghwa University of Science and Technology website → Administrative Units → General Affairs Office → Official Communications Section → Document and Registered Mail Inquiry.
- When claiming registered mail or packages, please bring your student ID or other valid identification. For proxy pickup, the person collecting on your behalf must also bring their own identification.

越南文

Lưu ý về việc gửi thư và bưu phẩm

- Khi gửi thư, bưu phẩm đến trường, quý vị vui lòng ghi rõ họ tên, khoa, lớp học và số điện thoại của người nhận. Đối với sinh viên ở ký túc xá, bắt buộc phải ghi rõ số phòng. Ví dụ: **Sinh viên Vương ○ Minh, lớp 3B, khoa ○○, Số 300, Đoạn 1, Đường Wanshou, Quận Guishan, Thành phố Taoyuan, ĐT: 09xx-xxx-xxx. Phòng Văn thư trường sẽ chỉ thực hiện việc nhận thư, bưu phẩm theo đúng quy định pháp luật và thông báo công khai. Nếu không ghi đầy đủ thông tin và không đến nhận trong vòng 14 ngày kể từ ngày thông báo, bưu phẩm sẽ bị từ chối và trả lại cho người gửi.**
- **Nếu thông tin người nhận không rõ ràng và có nhiều thư trùng tên, gây khó khăn cho nhân viên bưu chính trong việc phân loại, do quy định pháp luật không cho phép mở thư của người khác, bưu phẩm sẽ được trả lại người gửi ngay lập tức theo quy định, và không thể thực hiện việc nhận hộ.**
- **Nếu sau 14 ngày kể từ khi thông báo mà chưa có người nhận, bưu phẩm sẽ được hoàn trả về địa chỉ người gửi do quá thời hạn nhận hoặc do không tìm thấy người nhận.**
- Đường dẫn tra cứu thông báo: Website Trường Đại học Khoa học và Công nghệ Long Hoa / Đơn vị Hành chính / Phòng Tổng vụ / Tổ Văn thư / Tra cứu thư từ và bưu phẩm gửi bảo đảm.
- Khi nhận thư hoặc bưu phẩm gửi bảo đảm, sinh viên cần mang theo thẻ sinh viên hoặc giấy tờ tùy thân hợp lệ; nếu nhờ người nhận thay, người đó cũng cần mang theo giấy tờ tùy thân của mình.

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印尼文

Hal-hal yang perlu diperhatikan saat mengirim surat dan paket

- Ketika mengirim surat atau paket, harap mencantumkan informasi secara lengkap, termasuk nama lengkap, jurusan, kelas, dan nomor telepon penerima. Untuk mahasiswa yang tinggal di asrama, harap mencantumkan nomor kamar. Contoh: Mahasiswa Wang o Ming, Kelas 3B, Jurusan oo, No. 300, Jalan Wanshou, Blok 1, Distrik Guishan, Kota Taoyuan, Telp: 09xx-xxx-xxx. **Bagian Administrasi Universitas hanya akan memproses penerimaan surat dan paket sesuai dengan peraturan yang berlaku. Jika informasi tidak lengkap dan dalam waktu 14 hari setelah pemberitahuan paket tidak diambil, maka paket akan dikembalikan kepada pengirim.**
- **Jika informasi penerima tidak lengkap atau ada banyak paket dengan nama yang sama, yang menyebabkan petugas pos tidak dapat mengidentifikasi dengan jelas, berdasarkan peraturan hukum yang berlaku, surat yang bukan atas nama penerima tidak boleh dibuka. Oleh karena itu, paket akan segera dikembalikan kepada pengirim sesuai dengan peraturan yang berlaku dan tidak dapat diwakilkan.**
- **Apabila paket/surat tidak diambil dalam waktu 14 hari kerja sejak pemberitahuan, maka lewat dari masa yang ditentukan, paket/surat tersebut akan dikembalikan ke alamat semula.**
- Cara melihat data adanya surat/paket dapat melalui: Situs web Universitas Sains dan Teknologi Longhua/Unit Administrasi/Kantor Urusan Umum/ Bagian Komunikasi Resmi /Pengecekan dokumen resmi surat tercatat.
- Untuk mengambil surat atau paket tercatat, Anda harus membawa kartu pelajar atau tanda pengenalan lainnya yang sah. Jika Anda mengambilnya atas nama orang lain, maka orang yang mengambil paket harus membawa kartu identitasnya sendiri.

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泰文

ข้อควรระวังในการส่งจดหมายและพัสดุไปรษณีย์

- เมื่อส่งจดหมายหรือพัสดุ กรุณาระบุข้อมูลอย่างละเอียดรวมถึงชื่อ-นามสกุล, คณะ, ชั้นเรียน และหมายเลขโทรศัพท์ของผู้รับ สำหรับนักศึกษาที่พักในหอพัก กรุณาระบุหมายเลขห้องด้วย ตัวอย่างเช่น: นาย ○ ○ ○, ชั้นเรียน ○ ○, คณะ ○ ○, โทร: 09 ○ ○ - ○ ○ ○ - ○ ○ ○, No. 300, Section 1, Wanshou Rd, Guishan District, Taoyuan City, 333.
ฝ่ายเอกสารของมหาวิทยาลัยจะดำเนินการรับจดหมายและพัสดุตามข้อกำหนดและกฎหมาย หากข้อมูลไม่ครบถ้วน และไม่มีการรับภายใน 14 วันนับจากวันที่ประกาศ พัสดุจะถูกปฏิเสธและส่งกลับไปยังผู้ส่ง
- **หากไม่มีข้อมูลของผู้รับ หรือมีพัสดุที่มีชื่อเหมือนกันหลายรายการ จะทำให้เจ้าหน้าที่ไปรษณีย์ไม่สามารถระบุได้**
เนื่องจากกฎหมายห้ามเปิดจดหมายของผู้อื่น
พัสดุจะถูกส่งกลับไปยังผู้ส่งทันทีตามข้อกำหนดที่เกี่ยวข้องและไม่สามารถรับแทนได้
- **พัสดุตามข้อบังคับ หากไม่มีการมารับภายใน 14 วันนับจากวันที่ประกาศ ระบบจะทำการส่งคืนจดหมายหรือพัสดุไปยังที่อยู่เดิมโดยระบุว่าเกินกำหนดหรือไม่พบผู้รับ**
- เส้นทางตรวจสอบประกาศ: เว็บไซต์มหาวิทยาลัยเทคโนโลยีหลวงหัว / หน่วยงาน / สำนักงานบริหาร / ฝ่ายสื่อสารทางการ / ตรวจสอบเอกสารและจดหมายลงทะเบียน
- ในการรับจดหมายลงทะเบียนหรือพัสดุ จำเป็นต้องแสดงบัตรนักศึกษาหรือบัตรประจำตัวอื่น ๆ หากมีผู้รับแทน ผู้รับแทนต้องแสดงบัตรประจำตัวของตนเองเพิ่มเติม