

● 郵件(信件、包裹、快遞、貨運)注意事項：

- 收受地址請詳細註明姓名、系所及手機，住宿舍同學務必註明宿舍代號，(例如：333326 桃園市龜山區萬壽路一段300號○○系王○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。
- 若無詳註收件人資料，多位同名同姓之郵件(信件、包裹、快遞、貨運)，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。
- 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 / 公文及掛號郵件查詢 / 若是包裹請點選【待簽收郵件】查詢；若是信件，因系辦公室已簽收，請點選【歷史郵件(已簽收)】查詢。

● 郵件(信件、包裹、快遞、貨運)領取地點：

- 掛號信件由本組代收後，依系別轉請各系簽收後，由各系代為轉交收件人，請同學至系辦公室領取；短期交換生請至國合處領取。
- 包裹、快遞、貨運或有問題的信件請於一般上班日上午 8:30 至下午 17:00；寒暑假為上午 9 時至下午 16 時至法民大樓六樓總務處文書組洽詢或領取。
- 一般信件(平信、印刷品、限時)請於平日上班時間至各系辦公室領取。

● 學生領取郵件(信件、包裹、快遞、貨運)，請攜帶學生證或其他有效證件，至領取地點領取，若代領則代領人須另攜帶自己的證件，確定領件人身份，以保障收件人權益。

英文

Notice for Mailing Letters and Packages

1. Mail (Letters, Packages, Express Deliveries, Freight) Handling Instructions:
 - a. Please ensure the recipient's information on letters or packages includes full name, the recipient's department, class, 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.
 - b. 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. The opening of mail not addressed to oneself is against legal regulations. Such items will be returned to the sender immediately in accordance with relevant policies.
 - c. If unclaimed within 14 days of the announcement, the item will be returned to the sender as either undeliverable or as unclaimed.
 - d. Announcement Inquiry Path: Lunghwa University of Science and Technology website → Administrative Units → General Affairs Office → Division Links → Document Division → Official Documents and Registered Mail Inquiry.
 - For packages, please select [Pending Mail for Pickup];
 - For letters (already signed for by department offices), please select [Mail History (Signed for)]
2. Mail (Letters, Packages, Express Deliveries, Freight) Receiving Locations:
 - a. Registered letters are first collected by the Documentation Section, then forwarded to each department for signature and distribution to recipients. Students should pick up their registered letters at their respective department office. Short-term exchange students should collect their mail at the Office of International Affairs.
 - b. For packages, express deliveries, freight, or problematic mail, please visit the Document Section, General Affairs Office, on the 6th floor of the Faming Building during office hours: 8:30 AM to 5:00 PM on regular working days, and 9:00 AM to 4:00 PM during winter or summer break.
 - c. For ordinary mail (regular letters, printed matter, and prompt delivery mail), please collect it from your department office during regular working hours on weekdays.
3. When collecting mail (letters, packages, express deliveries, freight), students must present their student ID or other valid identification at the Receiving location. If collected by a proxy, the proxy must also present their own valid ID and recipient's ID in order to verify the recipient's identity and protect the recipient's rights.

印尼文

Hal-hal yang perlu diperhatikan saat mengirim surat dan paket

1. Catatan Penting Mengenai Pengiriman (Surat, Paket, Kurir, Kargo):
 - a. 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 ○ Ming, Kelas 3B, Jurusan ○○, 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.
 - b. Jika informasi penerima tidak lengkap atau ada banyak paket dengan nama yang sama, yang menyebabkan petugas pos tidak dapat mengidentifikasi dengan jelas, berdasarkan aturan hukum yang berlaku, surat yang bukan atas nama penerima tidak boleh dibuka. Oleh karena itu, paket akan segera dikembalikan kepada pengirim dan tidak dapat diwakilkan.
 - c. Apabila paket/surat sejak pemberitahuan tidak diambil dalam waktu 14 hari kerja, maka lewat dari masa yang ditentukan, paket/surat tersebut akan dikembalikan ke alamat semula.
 - d. Jalur Pencarian Pengumuman:

Situs web Universitas Teknologi Lunghwa → Unit Administrasi → Kantor Urusan Umum → Tautan Setiap Bagian → Bagian Dokumentasi → Pencarian Dokumen Resmi dan Surat Tercatat.

 - Jika paket, silakan pilih [Surat Menunggu Pengambilan].
 - Jika surat (sudah diterima oleh kantor jurusan), silakan pilih [Riwayat Surat (Sudah Diterima)].
2. Lokasi Pengambilan Surat (Surat, Paket, Kurir, Kargo):
 - a. Surat tercatat akan diterima terlebih dahulu oleh Bagian Dokumentasi, kemudian didistribusikan ke masing-masing jurusan untuk ditandatangani dan selanjutnya diserahkan kepada penerima. Mahasiswa diminta mengambil surat di kantor jurusan masing-masing. Untuk mahasiswa pertukaran jangka pendek, silakan mengambil di Kantor Urusan Internasional.
 - b. Untuk paket, kurir, kargo, atau surat yang bermasalah, silakan datang ke Bagian Dokumentasi, Kantor Urusan Umum, Lantai 6, Gedung Faming, pada jam kerja: pukul 08.30–17.00 pada hari kerja biasa, dan pukul 09.00–16.00 selama liburan musim dingin dan musim panas.
 - c. Surat biasa (surat reguler, bahan cetakan, surat kilat khusus) dapat diambil di kantor jurusan masing-masing selama jam kerja hari kerja.
3. Mahasiswa yang mengambil surat (surat, paket, kurir, kargo) wajib membawa kartu mahasiswa atau identitas resmi lainnya ke lokasi pengambilan. Jika diwakilkan, orang yang mewakili harus membawa identitas pribadinya untuk verifikasi identitas demi melindungi hak penerima.

● 郵件(信件、包裹、快遞、貨運)注意事項：

- 收受地址請詳細註明姓名、系所及手機，住宿舍同學務必註明宿舍代號，(例如：333326 桃園市龜山區萬壽路一段300號○○系王○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。
- 若無詳註收件人資料，多位同名同姓之郵件(信件、包裹、快遞、貨運)，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。
- 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 / 公文及掛號郵件查詢 / 若是包裹請點選【待簽收郵件】查詢；若是信件，因系辦公室已簽收，請點選【歷史郵件(已簽收)】查詢。

● 郵件(信件、包裹、快遞、貨運)領取地點：

- 掛號信件由本組代收後，依系別轉請各系簽收後，由各系代為轉交收件人，請同學至系辦公室領取；短期交換生請至國合處領取。
- 包裹、快遞、貨運或有問題的信件請於一般上班日上午 8:30 至下午 17:00；寒暑假為上午 9 時至下午 16 時至法民大樓六樓總務處文書組洽詢或領取。
- 一般信件(平信、印刷品、限時)請於平日上班時間至各系辦公室領取。

● 學生領取郵件(信件、包裹、快遞、貨運)，請攜帶學生證或其他有效證件，至領取地點領取，若代領則代領人須另攜帶自己的證件，確定領件人身份，以保障收件人權益。

英文

Notice for Mailing Letters and Packages

1. Mail (Letters, Packages, Express Deliveries, Freight) Handling Instructions:
 - a. Please ensure the recipient's information on letters or packages includes full name, the recipient's department, class, 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.
 - b. 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. The opening of mail not addressed to oneself is against legal regulations. Such items will be returned to the sender immediately in accordance with relevant policies.
 - c. If unclaimed within 14 days of the announcement, the item will be returned to the sender as either undeliverable or as unclaimed.
 - d. Announcement Inquiry Path: Lunghwa University of Science and Technology website → Administrative Units → General Affairs Office → Division Links → Document Division → Official Documents and Registered Mail Inquiry.
 - For packages, please select [Pending Mail for Pickup];
 - For letters (already signed for by department offices), please select [Mail History (Signed for)]
2. Mail (Letters, Packages, Express Deliveries, Freight) Receiving Locations:
 - a. Registered letters are first collected by the Documentation Section, then forwarded to each department for signature and distribution to recipients. Students should pick up their registered letters at their respective department office. Short-term exchange students should collect their mail at the Office of International Affairs.
 - b. For packages, express deliveries, freight, or problematic mail, please visit the Document Section, General Affairs Office, on the 6th floor of the Faming Building during office hours: 8:30 AM to 5:00 PM on regular working days, and 9:00 AM to 4:00 PM during winter or summer break.
 - c. For ordinary mail (regular letters, printed matter, and prompt delivery mail), please collect it from your department office during regular working hours on weekdays.
3. When collecting mail (letters, packages, express deliveries, freight), students must present their student ID or other valid identification at the Receiving location. If collected by a proxy, the proxy must also present their own valid ID and recipient's ID in order to verify the recipient's identity and protect the recipient's rights.

泰文

ข้อควรระวังในการส่งจดหมายและพัสดุไปรษณีย์

1. ข้อควรทราบเกี่ยวกับจดหมาย (จดหมายธรรมดา, พัสดุ, ไปรษณีย์ด่วน, การขนส่งสินค้า):
 - a. เมื่อส่งจดหมายหรือพัสดุ กรุณาระบุข้อมูลให้ครบถ้วน ได้แก่ ชื่อ-นามสกุล คณะ ชั้นเรียน และหมายเลขโทรศัพท์ของผู้รับ สำหรับนักศึกษาที่พักในหอพัก กรุณาระบุหมายเลขห้องด้วย ตัวอย่างเช่น: นาย ○ ○ ○, ชั้นเรียน ○ ○, คณะ ○ ○, โทร: 09○○-○○○-○○○, No. 300, Section 1, Wanshou Rd, Guishan District, Taoyuan City, 333.
 - ฝ่ายเอกสารของมหาวิทยาลัยจะดำเนินการรับจดหมายและพัสดุดำเนินการตามข้อกำหนดและกฎหมาย
 - b. หากไม่มีข้อมูลของผู้รับ หรือมีพัสดุที่มีชื่อเหมือนกันหลายรายการ ซึ่งทำให้เจ้าหน้าที่ไปรษณีย์ไม่สามารถระบุได้เนื่องจากกฎหมายห้ามเปิดเผยจดหมายของผู้อื่น พัสดุจะถูกส่งกลับไปยังผู้ส่งทันทีตามข้อกำหนดที่เกี่ยวข้อง โดยไม่สามารถรับแทนได้
 - c. พัสดุดำเนินการตามข้อบังคับ หากไม่มีการมารับภายใน 14 วันนับจากวันที่ประกาศ ระบบจะทำการส่งคืนจดหมายหรือพัสดุไปยังที่อยู่เดิมโดยระบุว่าเกินกำหนดหรือไม่พบผู้รับ
 - d. เส้นทางตรวจสอบประกาศ:

เว็บไซต์มหาวิทยาลัย Lunghwa → หน่วยงานบริหาร → หน่วยงานทั่วไป → ลิงก์ของแต่ละหน่วยงาน → หน่วยงานเอกสาร → ตรวจสอบเอกสารทางไปรษณีย์และจดหมายลงทะเบียน

 - หากเป็นพัสดุ กรุณาเลือก [จดหมายที่รอรับ]
 - หากเป็นจดหมาย (เนื่องจากแผนกได้รับและลงนามแล้ว) กรุณาเลือก [ประวัติการรับจดหมาย (ลงนามแล้ว)]
2. สถานที่รับจดหมาย (จดหมายธรรมดา, พัสดุ, ไปรษณีย์ด่วน, การขนส่งสินค้า):
 - a. จดหมายลงทะเบียนจะถูกส่งโดยหน่วยงานเอกสารก่อน แล้วส่งต่อไปยังแต่ละคณะเพื่อเซ็นรับและแจกจ่ายให้กับผู้รับ นักศึกษาสามารถไปรับได้ที่สำนักงานคณะของตน สำหรับนักศึกษาแลกเปลี่ยนระยะสั้น กรุณาไปรับที่สำนักงานความร่วมมือระหว่างประเทศ
 - b. สำหรับพัสดุ ไปรษณีย์ด่วน การขนส่งสินค้า หรือจดหมายที่มีปัญหา กรุณาติดต่อหรือรับได้ที่หน่วยงานเอกสาร อาคารฟาหมิน ชั้น 6 ในเวลาทำการปกติ: 08:30 - 17:00 ในช่วงเปิดภาคเรียน และ 09:00-16:00 ในช่วงปิดภาคเรียนฤดูร้อนและฤดูหนาว
 - c. จดหมายทั่วไป (จดหมายธรรมดา เอกสารพิมพ์ต่าง ๆ จดหมายด่วนพิเศษ) สามารถรับได้ที่สำนักงานคณะในเวลาทำการวันธรรมดา
3. นักศึกษาที่มารับจดหมาย (จดหมายธรรมดา, พัสดุ, ไปรษณีย์ด่วน, การขนส่งสินค้า)

กรุณานำบัตรนักศึกษาหรือบัตรประจำตัวที่ถูกต้องมาแสดงเมื่อรับจดหมาย หากมอบหมายให้ผู้อื่นมารับแทน ผู้รับแทนต้องนำบัตรประจำตัวของตนเองมาแสดงด้วย เพื่อยืนยันตัวตนและคุ้มครองสิทธิของผู้รับจดหมาย

- **郵件(信件、包裹、快遞、貨運)注意事項：**
 - 收受地址請詳細註明姓名、系所及手機，住宿舍同學務必註明宿舍代號，(例如：333326 桃園市龜山區萬壽路一段300號○○系王○○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。
 - 若無詳註收件人資料，多位同名同姓之郵件(信件、包裹、快遞、貨運)，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。
 - 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 / 公文及掛號郵件查詢 / 若是包裹請點選【待簽收郵件】查詢；若是信件，因系辦公室已簽收，請點選【歷史郵件(已簽收)】查詢。
- **郵件(信件、包裹、快遞、貨運)領取地點：**
 - 掛號信件由本組代收後，依系別轉請各系簽收後，由各系代為轉交收件人，請同學至系辦公室領取；短期交換生請至國合處領取。
 - 包裹、快遞、貨運或有問題的信件請於一般上班日上午 8:30 至下午 17:00；寒暑假為上午 9 時至下午 16 時至法民大樓六樓總務處文書組洽詢或領取。
 - 一般信件(平信、印刷品、限時)請於平日上班時間至各系辦公室領取。
- 學生領取郵件(信件、包裹、快遞、貨運)，請攜帶學生證或其他有效證件，至領取地點領取，若代領則代領人須另攜帶自己的證件，確定領件人身份，以保障收件人權益。

英文

Notice for Mailing Letters and Packages

1. Mail (Letters, Packages, Express Deliveries, Freight) Handling Instructions:
 - a. Please ensure the recipient's information on letters or packages includes full name, the recipient's department, class, 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.
 - b. 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. The opening of mail not addressed to oneself is against legal regulations. Such items will be returned to the sender immediately in accordance with relevant policies.
 - c. If unclaimed within 14 days of the announcement, the item will be returned to the sender as either undeliverable or as unclaimed.
 - d. Announcement Inquiry Path: Lunghwa University of Science and Technology website → Administrative Units → General Affairs Office → Division Links → Document Division → Official Documents and Registered Mail Inquiry.
 - For packages, please select [Pending Mail for Pickup];
 - For letters (already signed for by department offices), please select [Mail History (Signed for)]
2. Mail (Letters, Packages, Express Deliveries, Freight) Receiving Locations:
 - a. Registered letters are first collected by the Documentation Section, then forwarded to each department for signature and distribution to recipients. Students should pick up their registered letters at their respective department office. Short-term exchange students should collect their mail at the Office of International Affairs.
 - b. For packages, express deliveries, freight, or problematic mail, please visit the Document Section, General Affairs Office, on the 6th floor of the Faming Building during office hours: 8:30 AM to 5:00 PM on regular working days, and 9:00 AM to 4:00 PM during winter or summer break.
 - c. For ordinary mail (regular letters, printed matter, and prompt delivery mail), please collect it from your department office during regular working hours on weekdays.
3. When collecting mail (letters, packages, express deliveries, freight), students must present their student ID or other valid identification at the Receiving location. If collected by a proxy, the proxy must also present their own valid ID and recipient's ID in order to verify the recipient's identity and protect the recipient's rights.

越南文

Lưu ý về việc gửi thư và bưu phẩm

1. Lưu ý về thư từ (thư tín, bưu kiện, chuyển phát nhanh, vận chuyển hàng hóa):
 - a. 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, phòng số ○. 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.
 - b. 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.
 - c. 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.
 - d. Đường dẫn tra cứu thông báo:
Trang web Trường Đại học Công nghệ Long Hoa → Đơn vị hành chính → Phòng Tổng vụ → Liên kết các bộ phận → Bộ phận Văn thư → Tra cứu công văn và thư bảo đảm.
 - Nếu là bưu kiện, vui lòng chọn [Thư chờ nhận].
 - Nếu là thư (đã được văn phòng khoa nhận), vui lòng chọn [Lịch sử thư (đã nhận)].
2. Địa điểm nhận thư từ (thư tín, bưu kiện, chuyển phát nhanh, vận chuyển hàng hóa):
 - a. Thư bảo đảm sẽ được Bộ phận Văn thư tiếp nhận trước, sau đó chuyển đến các khoa để ký nhận và phân phát cho người nhận. Sinh viên vui lòng đến văn phòng khoa để nhận thư; đối với sinh viên trao đổi ngắn hạn, vui lòng đến Văn phòng Hợp tác Quốc tế để nhận.
 - b. Đối với bưu kiện, chuyển phát nhanh, vận chuyển hàng hóa hoặc thư có vấn đề, vui lòng đến Bộ phận Văn thư tại Phòng Tổng vụ, tầng 6 Tòa nhà Famin trong giờ hành chính: từ 8:30 đến 17:00 vào các ngày làm việc bình thường; từ 9:00 đến 16:00 trong thời gian nghỉ đông và nghỉ hè.
 - c. Đối với thư thông thường (thư thường, tài liệu in ấn, thư chuyển phát nhanh), vui lòng đến văn phòng khoa nhận trong giờ hành chính các ngày làm việc.
3. Khi sinh viên đến nhận thư từ (thư tín, bưu kiện, chuyển phát nhanh, vận chuyển hàng hóa), vui lòng mang theo thẻ sinh viên hoặc giấy tờ tùy thân hợp lệ để nhận. Nếu ủy quyền cho người khác nhận thay, người nhận thay phải mang theo giấy tờ tùy thân của mình để xác minh danh tính và đảm bảo quyền lợi cho người nhận.