

各項郵務注意事項：

Postal Services Notice:

- 一、各單位郵件信箱(置於行政大樓總務處外)，敬請每日安排人員收取。
 1. For each unit on campus, please kindly check the mailbox outside the Office of General Affairs in the Administrative Building on a daily basis.
- 二、各單位之掛號信，請於**通知後二日內領取完畢**。委請工讀生、志工代為領取時，請持教職員委託人職章簽領。
 2. Please claim the registered mail **within two days after notification**. Part-time students and volunteers shall claim incoming mail only with the intended recipients' official seals.
- 三、郵寄信件以公務信件為主，不代理寄發私人信件。
 3. We only accept and process mail related to the affairs of the University.
- 四、為避免郵件退回無法送回原寄件單位，郵寄信件時，請務必書明郵遞區號及寄件單位。若未書明而致公務延宕者，概由寄件單位承辦人自行負責。
 4. Be sure to specify postal codes and addresses for outgoing mail. Senders shall be held responsible for any delay arising from the absence or illegibility of postal codes or the sender's information.
- 五、郵寄 20 件以上大宗郵件，請填製本校「郵寄大宗郵件憑單」。郵寄 5 件以上掛號(包括：限時掛號及雙掛號)，請填製「交寄大宗掛號函件執據」，一式二份。
 5. For those who wish to send 20 bulk mail items or more, please fill out the bulk mail form. If you wish to send five registered mail items or more (including: prompt registered mail and mail registered with A.R.), please fill out the "receipt form for registered bulk mail" in duplicate.
- 六、各單位當日需寄發之公務信件，請於下午 3 時 30 分前送達總務處，逾時隔日再寄發。
 6. Outgoing mail received after 15:30 will be processed the next work day.
- 七、郵寄大宗郵件，寄發當日上午請先行洽詢總務處出納組寄發時間。
 7. Time for sending bulk mail is subject to change every day. Please contact the Cashier Section of the Office of General Affairs before noon for relevant information.