

## 中文

### 信件、包裹郵寄注意事項

## 中文、英文、越南文

- 郵件、包裹收件人請詳細註明本校學生就讀之系所、本人姓名及本人手機，(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。
- **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／公文及掛號郵件查詢。
- 領取掛號信或包裹須攜帶學生證或其他有效證件，若代領則代領人須另攜帶自己的證件。

## 英文

### Notice for Mailing Letters and Packages

- Please ensure that the recipient information on letters or packages includes the student's department, full name, and contact number. For example: "333326, No. 300, Section 1, Wanshou Road, Guishan District, Taoyuan City, Taiwan for Wang ○ Ming, the recipient's Department, 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 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 → Document and Registered Mail Inquiry.
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## 越南文

### Lưu ý về việc gửi thư và bưu phẩm

- Khi gửi thư hoặc bưu phẩm, vui lòng ghi rõ họ tên, số điện thoại và khoa/ngành của sinh viên tại trường (ví dụ: 333326, Số 300, Đoạn 1, Đường Vạn Thọ, Quận Quế Sơn, Thành phố Đào Viên - gửi cho sinh viên Khoa ○○ tên Vương ○ Minh, số điện thoại 09xx-xxx-xxx). Văn phòng Tổng vụ của trường chỉ nhận ủy thác để nhận và thông báo bưu phẩm, thư từ.
- **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 / 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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## 泰文

### ข้อควรระวังในการส่งจดหมายและพัสดุไปรษณีย์

- กรุณาระบุข้อมูลของผู้รับจดหมายหรือพัสดุให้ชัดเจน โดยระบุชื่อแผนกที่นักศึกษาสังกัด ชื่อ-นามสกุลของผู้รับ และหมายเลขโทรศัพท์ของผู้รับ (เช่น 333 桃園市龜山區萬壽路 300 號半導體系王大明收，電話：0900-000-000)  
หน่วยงานด้านเอกสารในสำนักงานบริหารของมหาวิทยาลัยจะรับฝากและประกาศแจ้งรับจดหมายหรือ
- **พัสดุตามข้อบังคับ หากไม่มีการมารับภายใน 14 วันนับจากวันที่ประกาศ ระบบจะทำการส่งคืนจดหมายหรือพัสดุไปยังที่อยู่เดิมโดยระบุว่าเกินกำหนดหรือไม่พบผู้รับ**
- เส้นทางตรวจสอบประกาศ: เว็บไซต์มหาวิทยาลัยเทคโนโลยีหลวงหัว / หน่วยงาน / สำนักงานบริหาร / ตรวจสอบเอกสารและจดหมายลงทะเบียน
- ในการรับจดหมายลงทะเบียนหรือพัสดุ จำเป็นต้องแสดงบัตรนักศึกษาหรือบัตรประจำตัวอื่น ๆ หากมีผู้รับแทน ผู้รับแทนต้องแสดงบัตรประจำตัวของตนเองเพิ่มเติม



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## 印尼文

### Hal-hal yang perlu diperhatikan saat mengirim surat dan paket

- Untuk penerima surat dan paket, harap sebutkan secara rinci jurusan tempat siswa belajar, nama dan nomor ponselnya, (misalnya: No. 300, Bagian 1, Jalan Wanshou, Distrik Guishan, Kota Taoyuan, 333326 Divisi ○○ ditujukan kepada Tuan Wang ○Ming, 09xx-xxx-xxx ). Tim administrasi Kantor Umum sekolah kami menangani masalah ini sesuai dengan hukum dan hanya dipercaya untuk menerima dan memberitahukan kepada penerima yang bersangkutan untuk pengambilan.
- **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/Pengecekan dokumen resmi surat tercatat.
- Untuk mengambil surat atau paket tercatat, Anda harus membawa kartu pelajar atau tanda pengenal lainnya yang sah. Jika Anda mengambilnya atas nama orang lain, maka orang yang mengambil paket harus membawa kartu identitasnya sendiri.