

General affairs Clerical Management section to receive the letter notes

1. The group is based on the principles of receipt of the letter by writing the address on the envelope and the special requirements of our students and teachers whom.
2. Receive the letter place is divided into four campuses based address used for sending and receiving units and student dormitories control room.
3. All collected by this group of school faculties and students registered mail (such as express delivery, registered, prompt delivery, mail, parcels, etc.) may apply to work during the period (8:00 ~ 5:00 p.m., at noon without a break) to bring documents to the group mail sending and receiving counters (the administrative center of the first floor) contact lead.
4. Level registered mail letter and single Lost are directly placed in the student activity center of the class cabinet, can and seeking; teachers letter from each department office to receive the forward line.
5. Due to the large number of current faculty and students, with colleagues in the envelope, please stipulate services; students, please declare the department, class, contact number, to facilitate the rapid mail forwarding.
6. Students receive registered mail, be sure to bring a letter I Lost single parent and student card to send and receive counters in this group receive the letter, not on behalf of the collar.
7. If over the time (within fifteen days after receipt of the letter) is not the recipients, according to postal regulations apply returned.
8. For inquiries, letters, please instrument group page letter to the school district or Lost in the General Service Search Enter the name, can also contact the contractors call 2717092 Miss Wang Shu-ying..