

國立臺灣師範大學學生宿舍郵件包裹領取要點

National Taiwan Normal University

Directives for Student Receiving Mails and Postal Parcels in Dormitories

114年7月29日 113學年度第12次學生事務處處務會議審議通過

Passed in the 12th Office of Student Affairs meeting of 2024
Academic Year, July 29, 2025

一、目的 1. Purpose

為提升住宿生領取郵件之效率，並確保郵務的正確性，特訂定本要點。 These Directives are stipulated to improve the efficiency of mail collection for boarding students and to ensure the accuracy of postal services.

二、郵件包裹領取資格 2. Eligibility for receiving mail and postal parcels

- (一)須為當學期該舍住宿生。(1) The boarding students of the current semester;
- (二)如為寒、暑假期間，須為當學年寒、暑宿之該舍住宿生。(2) The boarding students during the winter break or summer break of the current academic year;
- (三)無領取資格之郵件包裹由櫃檯退回處理。(3) The unclaimed mails and parcels will be returned by the front desk staff.

三、郵件包裹領取規定 3. Regulations for receiving mails and postal parcels

- (一)郵件包裹須清楚寫上宿舍別、寢室號碼、床號及收件人姓名，勿寫暱稱，若未寫明以致櫃檯無法辨別者將以退回處理。(1) Mails and postal parcels must be clearly marked with the dormitory name, room number, bed number, and recipient's name. No nickname is acceptable. Mails and postal parcels that are not clearly marked and cannot be identified by the front desk staff will be returned.

男一舍：Male Dormitory 1:

106311 臺北市大安區師大路9號1□□□寢之□床（姓名）。No. 9, Shida Road, Da'an District, Taipei City 106311 [Please state Room No. (1____) and Bed No. ____ (Name)].

女一舍：Female Dormitory 1:

106311 臺北市大安區師大路11號5□□□寢之□床（姓名）。No. 11, Shida Road, Da'an District, Taipei City 106311 [Please state Room No. (5____) and Bed No. ____ (Name)]

學七舍：Student Dormitory 7:

116059 臺北市文山區汀州路4段88號學七舍7□□□□寢之□床（姓名）。No. 88, Sec. 4, Tingzhou Road, Wenshan District, Taipei City 116059 [Please state Student Dormitory 7, Room No. (7____) and Bed No. ____ (Name)]

女二舍：Female Dormitory 2:

116059臺北市文山區汀州路4段88號女二舍 A□□□□寢之□床（姓名）。No. 88, Sec. 4, Tingzhou Road, Wenshan District, Taipei City 116059 [Please state Female Dormitory 2, Room No. (A___) and Bed No. ___ (Name)]

男二舍：Male Dormitory 2:

116059臺北市文山區汀州路4段88號男二舍 B□□□□寢之□床（姓名）。No. 88, Sec. 4, Tingzhou Road, Wenshan District, Taipei City 116059 [Please state Male Dormitory 2, Room No. (B___) and Bed No. ___ (Name)]

(二)宿舍不代收冷凍（藏）或貨到付款之郵物，亦不提供櫃檯代付款及退（換）貨交付服務。(2) The dormitory does not accept frozen (refrigerated) postal parcels or cash-on-delivery services, nor provide front desk payment and return/exchange delivery services.

(三)普通平信自行至各舍寢室信箱領取。(3) Ordinary mail can be collected from the mailbox in each dormitory room.

(四)掛號信件及包裹，由學生住宿服務中心人員登記，憑學生證至各舍櫃檯領取。自登記起逾 7 日(含假日)未領取視同無人招領，以退回處理。(4) Certified mails and postal parcels should be registered by staff at the Student Housing and collected at the dormitory front desk by the recipients with a student ID presented. Mails and postal parcels that are not collected within 7 days (including holidays) from the date of registration will be treated as unclaimed and then returned to the senders.

(五)信件如棄置，視同無人招領郵件，以退回處理。Discarded mails will be treated as unclaimed mail and then returned to the senders.

四、郵件包裹領取地點4. Mails and postal parcels receiving place

(一)男一舍暨女一分舍、女一舍：男一舍櫃檯。(1) Male Dormitory 1 (including Female Annex) and Female Dormitory 1: The front desk of Male Dormitory 1.

(二)學七舍：學七舍櫃檯。(2) Student Dormitory 7: The front desk of Student Dormitory 7.

(三)男二舍、女二舍：男二舍櫃檯。(3) Male Dormitory 2 and Female Dormitory 2: The front desk of Male Dormitory 2.

五、郵件包裹領取時間5. Mails and postal parcels receiving time

每日：09：00-21：00 (春節期間另行公告)。Daily: 09:00-21:00 (to be announced separately during the New Year holidays).

六、違規處理6. Disciplinary regulations

私自擅取掛號信件及包裹者，依據本校《學生住宿輔導辦法》辦理。Unauthorized persons who receive certified mail or postal parcels will be dealt with in accordance with the University's "Regulations for Student Dormitory Counseling."

七、本要點經學生事務處處務會議通過，陳請校長核定後實施，修正時亦同。7. These Directives are passed in the Office of Student Affairs meeting and approved by the University President for implementation, same for the amendments.