

University Mail, General Mail and Delivery Parcel



1. University Mail 【Kashiwa⇔ Hongo・Komaba・Shirokanedai】

Send Deposit those in the designated box at the General Affairs Team. Pickup is around 15:00. Please deposit those by 14:30, as the pickup may be earlier. When the door to the General Affairs Team is closed, please use the mailbox on the 1st floor of the East Wing of Kibantou "001 GSFS administrative box".

Receive They are deposited in the mailbox on the first floor of the east wing of Kibantou around noon.

2. General Mail

Send When sending mails through the postal system at the university's expense, use the postage meter at the General Affairs Team. Once the mail has been stamped with the postage meter, deposit it in a collection box at the General Affairs Team on the same day. Metered stamps are valid only on the day they are affixed. Don't deposit it, after the post office came to pick up from the box at 15:00. A mail box for general postal mail can be found next to the Co-op, which is on the south side of ISSP.

Receive They are deposited in the mailbox on the first floor of the east wing of Kibantou.

For prompt delivery

- Unique zip code of Kibantou (277-8561)
- “University of Tokyo” “Graduate school of frontier sciences” “Laboratory Name”
“Post Number” (e.g. Kibantou 401)

Please ask the sender to clearly indicate the above.

3. Special mail

Send Registered mail, simple registered mail, registered cash, Yu-pack, Express Mail Service (EMS) etc. →Please bring those to the General Affairs Team in time for 15:00 p.m. pickup.

Receive Registered mail, Letter Pack, Specified Recorded Mail etc.→They will be delivered to the General Affairs Team. Pick it up as soon as you are notified.

Express delivery mail→They are deposited in the mailbox on the first floor of the east wing of Kibantou. A note will be affixed to your mailbox door, so please pick it up as soon as possible.

4. Delivery Parcel

Send Request the Co-op Academic Shop or contact the delivery company directly.

Receive Your parcel will be delivered directly to your room. (If you are not there, please leave a note on your door indicating the room where your parcel can be received.) Please ask the sender to indicate the room number, mailbox number, and room phone number on the parcel slip.