



# Application for official E-Mail Account

## Centre for Information & Communication Technology

### Eastern University, Sri Lanka

1. **Name with initials:** - .....  
 {Eg. If you Name is **Mr.S.Kamal**, then your E-mail address will be **kamals@esn.ac.lk**}

**Alternate email address:** .....  
 [Password will be sent to this email account]

2. **Designation** .....

3. **Faculty/Division** .....

4. **Department** .....

5. **Telephone No.:-**

**i. Mobile:** ..... **ii. Official/Intercom:**.....

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Date

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Signature of the Applicant

**Recommendation of the Head**

Recommended/Not Recommended

Date.....

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Head of the Department/Division

**Recommendation of the Dean**

Recommended/Not Recommended

Date.....

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Dean of the Faculty

**Please submit this form to Director/CICT, EUSL**

*Office Use Only*

**Recommendation of the Director/CICT**

Recommended/Not Recommended

Date.....

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Director of the CICT

**Application for Staff E-Mail Accounts  
Eastern University, Sri Lanka**

| Name with initials | Username required* | Alternate email address | Designation | Contact Tel: | Signature |
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\*Use a short name & in simple letters

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**Recommendation of Head. Department of .....**

Date.....

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Head of the Department/Division

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**Recommendation of Dean. Faculty of .....**

Date.....

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Dean of the Faculty

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Please submit this form to Director/CICT, EUSL