**APPLICANT DETAILS**

Name with Initials : …………………………………………………………………………………

First Name : ………………………… Last Name : …………………………

Login Name : [………………………..]@[……………]sab.ac.lk (Use short name clearly with simple letters)

 *If your login name is* ***susl*** *and your Faculty is* ***Geomatics****, then your email address will be* ***susl@geo.sab.ac.lk***

Alternative Email [Password will be sent to this]: …………………………………………………………

Emp Number : …………….

Home : …………………….. Mobile : ………………………. Office : …………………………..

Address Home : ………………………………………………………………………………..

 Official : ……………………………………………………………………………...

Department/Unit/Centre/Administrative Division : …………………………………………….

Faculty : …………………………………… Desigation : ………………………………………..

I declare that information and particulars given above are true. Also, I shall strictly abide by the rules and regulations governing Internet access and email usage at Sabaragamuwa University. I understand that my email account will be automatically deleted once I resign/retire from the University.

Date : …………………... Signature of the Applicant : …………………………………..

**RECOMMENDATION**

I recommend / do not recommend the creation of an Email account to the above applicant

Appointment duration from ………………….. to ……………………

Date ………………………… Head of the Department …………………………………

**Approval**

I approve/ do not approve the creation of an Email account to the applicant.

Date ………………… Director - CCS ………………………….