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| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | **Name with initials** | | ………………………………………………………………………………………………………………………….. | | | | |
| 2. | **First Name** | | ………………………………………………………………………………………………………………………….. | | | | |
| 3. | **Last Name** | | ………………………………………………………………………………………………………………………….. | | | | |
| 4. | **Employee No** | | ………………………………………………………………………………………………………………………….. | | | | |
| 5. | **Login Name** | | [[………………………..]@[……………]sab.ac.lk (Use short name clearly with simple letters)](mailto:@sab.ac.lk) | | | | |
|  | *If your login name is* ***susl*** *and your Faculty is* ***Geomatics****, then your email address will be* ***susl@geo.sab.ac.lk*** | | | | | | |
| 6. | **Alternate email address.** [Password will be sent to this] …………………………………………………………………….. | | | | | | |
| 7. | **Department** | | ………………………………………………………………………………………………………………………….. | | | | |
| 8. | **Designation** | | ………………………………………………………………………………………………………………………….. | | | | |
| 9. | **Address Home** | | ………………………………………………………………………………………………………………………….. | | | | |
|  | **Official** | | ………………………………………………………………………………………………………………………….. | | | | |
| 10. | **Telephone No.** | |  | | | | |
|  | **Home** | ………………………………….. | | **Mobile** | **………………………………** | **Office** | **……………………………** |

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 Applicant ………………………………………………… |

**Recommendation** - for Temporary Staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Appointment duration | From | …………………………. | To | ……………………….. |
| Date …………………………………………… | Head of the Department ……………………………………..…… | | | |

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

**Approval**

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

|  |  |
| --- | --- |
| …………………………………………………………….. | ……………………………………………………………… |
| Date | Director |