|  |  |  |
| --- | --- | --- |
| 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) |
|  | *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

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| --- | --- | --- | --- | --- |
| 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.

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