International Islamic University Chittagong
Kumira, Chittagong-4318, Bangladesh

EMAIL ACCOUNT REGISTRATION FORM (EIT-02) – NON-ACADEMIC
(Please Fill up the Form in Block Letters)

(✓ tick) ☐ New Email A/C

Payroll ID: _____ _____

Name: _____ _____   Joining Date ____ /____ /____

Designation _____   Dept./Div. _____

Date of Birth * ____ /____ /____   **Mobile No**. * _____

Personal Email ID* _____

PART B	How you want your institutional email (✓ tick)

☐ G-Suite Email ID**...@iiuc.ac.bd**
☐ Microsoft 365 Web Version Account **...@faculty.iiuc.ac.bd**

REQUIRED ATTACHMENTS (✓ tick)

Ensure the following documents are attached to this form
☐ **Copy of IIUC Approval (if applicable)** *

Dept./Div./Cen./Office Head Signature	Comments (if any):

☐ I agree the terms and conditions of email account usage policy of IIUC (✓ **tick**)

Signature of Employee* _____   **Date signed** _____ /_____ /_____

PART- C	ITD Official Use only - Steps Completed (✓ tick)

Steps Completed (✓ tick)	ITD Signature & Date:
☐ Approved Email ID:	
☐ Email updated on HR Profile & Web Profile ☐ Email Password Sent	

Director (In-Charge), ITD* _____   **Date signed** _____ /_____ /_____