International Islamic University Chittagong
Kumira, Chittagong-4318, Bangladesh

EMAIL ACCOUNT REGISTRATION FORM (EIT-01) -TEACHER
(Please Fill up the Form in Block Letters)

PART A

(✓ tick)   ☐ New Email A/C

Payroll/Teacher ID: _____ ____

Name: _____ ____   Joining Date ___ /___ /___

Designation _____   Dept./Div. * _____

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

Personal Email ID* _____

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 Adjunct Faculty approval from IIUC (only for Adjunct)** *

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

PART B	DECLARATION

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

Signature of Faculty* _____   **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**_____ /___ /____