

Institutional Email Request Application Form

(For AMU Student)

To,
Service Coordinator
Institutional Email Services
Computer Centre, AMU

Dispatch Ref. (D.No.): _____

Date: ____/____/____

Personal Details	S. No.	Student Particulars	
	1.	Name	
	2.	Roll Number/Faculty Number	
	3.	Enrolment Number	
	4.	Name of the Faculty	
	5.	Name of Department/Centre	
	6.	Valid Personal E-mail ID (To send OTP for First Login)	
	7.	Mobile Number	
	8.	Name of the Course @ AMU	
	9.	Category of the Course @ AMU Please (✓) your appropriate category	<input type="checkbox"/> UG <input type="checkbox"/> PG <input type="checkbox"/> PDF <input type="checkbox"/> Ph. D <input type="checkbox"/> Any others Please specify _____
10.	Requisition for	<input checked="" type="checkbox"/> Institutional Email	
<u>Declaration</u> I hereby declare and certify that the above information disclosed by me is correct. I also understand that the institutional email id provided to me by AMU is meant for usage during the period of my course or until my pre-mature exit from University (<i>whichever is earlier</i>). I hereby confirm that I shall use my institutional email id in a legitimate and responsible manner in my academic and research works, follow all applicable rules, regulations and policies and I shall inform in writing to AMU, the date of my exit for de-provisioning of my allocated institutional email account. I am also aware that if at any stage, it is detected that the information supplied by me is falsified, I shall be liable for disciplinary actions as per the university rules. Date: _____			
		_____ Signature of Student	
Dean/Chairperson/HoD/CoE	Dean / Chairperson / HoD / Controller of Examination		
	It is verified that Mr. / Ms. _____, bearing Faculty No. _____ and Enrolment No. _____ is a Student of this university in the Department/Centre _____. His / Her aforesaid request for Institutional Email allocation is endorsed & forwarded to P.M.N.F. Computer Centre, AMU. Date: _____ _____ Signature of Dean/Chairperson/HoD/CoE (<i>with official seal</i>)		
Computer Centre	For official Use (P.M.N.F. Computer Centre)		
	Email Credentials has been communicated to the student with Enrolment No. _____ on _____ (date) _____ (time) by registered e-mail _____ <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> _____ Sign. Email Service Coordinator Computer Centre, AMU </div> <div style="width: 45%;"> _____ Sign. Email Service Team Member Computer Centre, AMU </div> </div> <p style="text-align: center;">Action: <input type="checkbox"/> Completed <input type="checkbox"/> On-Hold (<i>with reasons</i>) _____</p>		