



Form No. _____

E-Mail Account Request Form

Full Name: (in block letters) _____

Designation: _____

Department: _____

KIU Staff Visiting Faculty Other _____

Contract Period _____

Other Email Address: _____

Signature: _____ Date: _____

For Management Use Only (Registrar Office)

Remarks: _____

Authorized Signature: _____ Date: _____

For IT Section Use Only

Email Address: _____@kiu.edu.pk

Authorized Signature _____ Date: _____

Conditions for Use of KIU Email Account

"Relevant Member of Staff" means a member of the Academic Staff who is responsible for a degree or subject in which the student is enrolled, or a member of KIU Staff whose role is to control use of KIU Computing and Communications Resources.

"Authorized user" means the student or staff member for whom the KIU email account was created.

1. No KIU email account may be used by any person other than the Authorized User of the KIU email account except on the authorization of such Authorized User.
2. No KIU student may authorize or permit any other person to use their KIU email account for any purpose.
3. No person may access or attempt to access any information stored in another person's KIU email account unless authorized by Condition 4 or by the other person to do so.
4. No KIU student may use any method or technique to prevent any Relevant Member of Staff from accessing any information stored in the student's KIU email account.
5. KIU email accounts may only be used to communicate KIU business.
6. It is prohibited to disclose copy or disseminate any information contained in a received email unless expressly permitted by the sender of that email.
7. Failure to follow the conditions listed above will result in the cancellation of the relevant KIU email account.

I understand these conditions and agree to uphold them:

Name (Authorized User)

Signature

Date