

Faculty of Arts and Sciences Information Technology Applicaton for Email Account Extension

Return To: FAS Information Technology Accounts Administration
1414 Massachusetts Ave, 3rd Floor, Cambridge, MA 02138

Phone: **617-495-9000** / Fax: **617-495-1210**
Email: **accounts@fas.harvard.edu**

Section A: Applicant Information

To be completed by Applicant (required)

Applicant Name: _____

Date: _____

Harvard ID #:

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Phone: _____

Extension
End Date: _____

FAS Department: _____

Current email on FAS: _____@fas.harvard.edu

Select One (required):

- I have accepted a faculty or administration appointment at another Division within Harvard University.
- I have accepted a faculty or administrative appointment at another institution.
- I have recently retired from my position with FAS or plan to retire soon.
- I am taking a leave of absence from my studies, but plan to return.
- I am a casual employee, and my contract is being extended.

Section B: Service Terms

To be completed by Applicant (required)

- Email accounts can **only** be extended for a period of **up to one year** following the request.
- An @fas email address may not be used to misrepresent a Harvard FAS affiliation.
- An @fas email address may not be used for commercial work of any kind.

*I attest that an email account extension from FAS is essential to my ongoing academic or administrative work.
I agree with the terms above, and to comply with the rules governing acceptable computer and
network use at Harvard University.*

Applicant (signature)

Section C: Authorization

(required)

To be completed by the applicant's Department Chair, House Master, or (for students) Sponsoring Faculty Member

*The email forwarding access requested by this applicant is vital to his/her continued
academic or administrative work.*

FAS Department Chair / House Master / Faculty Sponsor (print)

FAS Department Chair / House Master / Faculty Sponsor (signature)