



# Delhi University Computer Centre

## University of Delhi

### Delhi - 110007

## Email Registration Form

Instructions :

- While registering persons with middle names, please include first and middle names in the First Name entry. Thus, for person named “**Suresh Chandra Sharma**” either enter **First Name** as **Suresh C** or **Suresh Chandra**.
- Suggested login names should, preferably, be initials followed by the Last Name. In the above example, the suggested login name could be **scsharma**.
- The email address for a successfully registered user would be **login@subdomain.du.ac.in\***.
- Alternate email is an email address at which user information will be sent and DU email administrator can be in touch with the user in case the University Email system is down.
- Successful registration implies adherence to DU Email **User Policies\*\*** in respect of University email accounts.

\* **subdomain** means **students** for **Postgraduate students** and Department abbreviation for others

For Example (refer to above description)

M.Sc. students will have an email address as **scsharma@students.du.ac.in**

Others will have **scsharma@dept\_abbrev.du.ac.in** (like **scsharma@ducc.du.ac.in**)

Only Ph.D. students are required to get their forms verified from their supervisor as well.

# Temporary Faculty and Staff members are required to renew their email account every year.

\*\* Visit <http://helpdesk.du.ac.in/mailusers/policies.html> or <http://mail.du.ac.in/>

First Name : \_\_\_\_\_ Last Name : \_\_\_\_\_

Department / Center / Unit / College Name : \_\_\_\_\_

Suggested Login Name : \_\_\_\_\_

Alternate Email address : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_ Phone (M) : \_\_\_\_\_ Phone (R) : \_\_\_\_\_

User Type (Tick One) : [ ] Student (mention course) : \_\_\_\_\_

[ ] Faculty<sup>#</sup> (strikeout inapplicable item) : Permanent / Temporary

[ ] Staff<sup>#</sup> (strikeout inapplicable item) : Permanent / Temporary

Signature & Name  
Supervisor

Signature & Seal  
Head of : Department/Center/Unit  
or Principal of College