中央研究院電子郵件帳號延用申請表

Academia Sinica @gate E-Mail Account Extension Application

請遵守「中央研究院各項資訊安全規章」

填表日期Date：\_\_\_\_\_\_\_\_\_\_

**申請人 Applicant** (限助研究員以上/研究助技師以上/一級單位主管/院本部單位主管/單位資訊業務主管)

Eligible: Assistant Research Fellow or above; Assistant Research Specialist or above; Institute Director; Administration Administrative Director; Department IT Supervisor.

|  |  |  |  |
| --- | --- | --- | --- |
| 姓名  Name |  | 簽章  Signature |  |
| SSO帳號  SSO Account |  |

**原因 Reason(s)**

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**帳號名稱 Account Name**

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**延用期限 Extension Period**

(如有需求，期滿可再申請) If you need your @gate e-mail account after the extension period ends, you may submit another application.

□ 一個月 1 month □ 兩個月 2 months

□ 三個月 3 months

**帳號使用人 Account User**

□**同申請人以下免填 (Same as Applicant, Skip the form below)**

|  |  |  |  |
| --- | --- | --- | --- |
| 姓名  Name |  | 簽章  Signature |  |
| SSO帳號  SSO Account |  |

※若申請表提交後逾3個工作天未收到回函，請洽本處服務台(02-27898855)或利用電子服務台https://8855.sinica.edu.tw洽詢。

If you have not received a reply in 3 days, please call the ITS help desk +886-2-2789-8855 or visit https://8855.sinica.edu.tw.

**------------------------------------------------資訊服務處辦理結果 Result -----------------------------------------------**

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| --- | --- | --- | --- |
| 收件日期 |  | 帳號名稱 |  |
| 承辦人 |  | 科長 |  |