# INSTRUCTIONS FOR FILLING OUT THIS FORM

1. Fill in Part A completely (fields marked ☛ are required).
2. Read and understand the Rules and Regulations and sign in the area provided.
3. Return this form and the fee (cash or cheque) to ENG478 (business hours are Mon-Fri, 9AM-5PM).
4. If you cannot submit in person, mail the form and a cheque or money order (payable to Ryerson University) to:

Ryerson University  
Department of Electrical and Computer Engineering  
350 Victoria St.  
Toronto M5B 2K3

<table>
<thead>
<tr>
<th>First Name (PLEASE PRINT)</th>
<th>Last Name (PLEASE PRINT)</th>
<th>Phone Number</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Student Number</th>
<th>Your Current EE Login:</th>
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<table>
<thead>
<tr>
<th>Account Duration (Cost)</th>
<th>Forward all Email to this Email Address:</th>
</tr>
</thead>
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</tbody>
</table>

- ☛ 1 Year ($10)  
- ☛ 2 Years ($20)

**Rules and Regulations**

1. The current EE account and contents will be deleted and the owner will no longer have access to the account.
2. All email sent to the owner's EE account will be forwarded to the the supplied email address.
3. An annual fee of **10 dollars** ($10.00) is required to maintain the service which will be active for the requested duration beginning June 30th.
4. If the given email address is invalid or becomes invalid during the service period, the forwarding will be stopped until a valid email address is provided.
5. Any lost or misdirected email is the responsibility of the email address owner.

Applicant’s Signature ___________________________  Date __________

© FOR FRONT-OFFICE USE ONLY © DO NOT WRITE IN THIS AREA ©

Registered by ___________________________  Date __________

- ☛ YC  
- ☛ MT  
- ☛ MM

NOTES:

Processed By ___________________________  Date __________

- ☛ DG  
- ☛ LF  
- ☛ JN  

ACCOUNT BALANCE

- ☛ Unchanged  

Revision June 2012 /usr/common/docs/admin/forms/alumniEmailApplication.odt