Application for Student Club Website and Email
(block of 20 role-based email accounts)

Centre for IT Services

**NOTE:**

- Only the club president may apply on behalf of his club.
- Club email accounts are entirely optional. However, clubs who wish to use NTU Event Calendar Admin Module to publish events must apply.
- Each application is for a block of 20 role-based club email accounts which cost $13.65 per year.
- After SAO's approval, the applicant needs to pay $13.65 to the Office of Finance, and then submit the receipt together with this form to CITS General Office.
- All email accounts need not be created all at once. The club president may add others any time later, until the 20 accounts are all used up.
- More may be added when the club purchases another block of 20 emails accounts.
- The block of email accounts have a year expiry date from the date of first creation. That is, all accounts expire on the same date regardless of when they are added.
- Each email account has a quota of 100MB.

For details, please refer to
http://www.ntu.edu.sg/cits/gettinghelp/webpublishing/Pages/club.aspx

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Name of Club
_______________________________________

Name of Club President
_______________________________________

Email
_______________________________________

Contact Number
_______________________________________

Preferred Club Web folder name
_______________________________________
(Website URL will be in the form http://clubs.ntu.edu.sg/ClubFolderName)

Club Webmaster account name
_______________________________________
(Managed by personal NTU email or club role-based account)

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Please complete the following:

- Email address must be of the form Clubname-Portfolio. The complete address is Clubname-Portfolio@ntu.edu.sg.
- Email Display Name may be of the form President of Clubname. The webmaster account must be of the form Clubname-webmaster. The club may tie this account to the club's website for the website authoring purposes. This way more than one person may author the website together.
- The clubs who wish to use NTU Event Calendar Admin Module publishing module may specify which role-based account they wish to use to login. The club can only choose 1 role-based account for this purpose. For more details about NTU Event Calendar Admin Module, kindly refer to http://www.ntu.edu.sg/cits/gettinghelp/webpublishing/Pages/publishingevevents.aspx
We undertake to use the accounts for this mentioned purpose only. We will use the accounts according to NTU Centre for IT Services’ Rules for User Accounts and the guidelines on student organisations and activities issued by Student Affairs Office.

Signature of Applicant : ____________________________ Date :________________

To be completed by the Student Affairs Office

Approving Officer

Officer’s Signature

Date & Official stamp