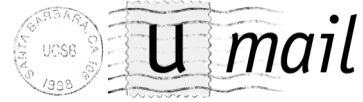


**UCSBnetID and U-Mail Account
Extension Request**



Your UCSB U-Mail account includes access to various University electronic services in addition to e-mail. These services are funded primarily by tuition and are meant as a provision to registered students.

If you have some continuing relationship with the University for which you believe your account should remain active, you'll need to obtain authorization either from the Office of the Registrar, a faculty adviser, or other University representative.

To request an extension for your U-Mail account and UCSBnetID you'll need to do the following:

1. Tell us who you are (please print).

Name: _____
UCSBnetID: _____
Perm Number: _____

2. Write a brief explanation for your request.

3. Specify an end date to your account extension. Extensions are offered for a maximum of one year from the date of issue and are renewable if your relationship continues beyond this period. Note that U-Mail is a student service – former students who are employed by the University should transition to business accounts offered by their department of employ. Extension requests for longer than one year will be refused.

End Date: _____

4. Get an authorized signature. If you're participating in a research internship or other work with a faculty adviser have them sign your request. For requests due to ongoing academic work towards a degree objective, drop by the Office of the Registrar for an authorized signature approving your request. If you're otherwise unsure who might authorize your request, visit the Office of the Registrar for guidance.

Request Date: _____
Approver Name: _____
Approver Title: _____
Signature: _____

5. Bring this form to the U-Mail Help Desk. We're located at 1517 Phelps Hall. To ensure we have ample time to process your request, make sure we have it at least ten business days before your account is scheduled for deactivation.