



**Institute of Information and Communication Technology  
Bangladesh University of Engineering and Technology**

**CLEARANCE AND E-MAIL FORWARDING FORM**

**Name** :  
**Designation** :  
**Department** :  
**E-mail address** :

**Which of the following best describes the nature of your leaving BUET (please check only one)**

- Got leave and temporarily leaving BUET for higher studies
- Got leave and temporarily leaving BUET for a job
- Did not get leave and resigning from the job of BUET
- Retiring from the job of BUET
- Other (please specify): \_\_\_\_\_

**Forward e-mail to (optional):**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Signature of the Applicant**

**OFFICE USE ONLY**

**Office:**

**Library:**

**Date:**

**Director, IICT**

**Action Taken**

- User to be deleted after three months
- User immediately deleted
- User group to be changed to Mail-Only after one month
- Other: \_\_\_\_\_

**Date:**

**System Administrator**