"Cashier's stamp, if paid"

AMERICAN UNIVERSITY OF SHARJAH
Information Technology Department
Network/Internet Connection Form

Please read the following Instructions:

- *Cost is AED 400/- per semester. Pay at the Cashier and keep your receipt. (Partial semester is based on a monthly rate of AED 100/-).*
- *Please fill out Part A ONLY, & submit to Helpdesk, IT Department on the 1st Floor of the Main Bldg. for approval.*
- *Once approved, pay the amount to the Cashier's Office. Then, submit the form to Helpdesk.*
- *Students provide their own Network Interface Card (NIC). Certified NICs from 3COM are preferred.*
- *Assistance with configuration can be obtained from Helpdesk during working hours (8:00 am to 5:00 pm Saturday through Wednesday). Call extension 2121 or email to callcenter@ausharjah.edu.*

PART A: TO BE COMPLETED BY STUDENT

( ) **NEW APPLICATION** ( ) **RENEWAL** ( ) **OTHERS** (Please Specify:_____)

Student ID:	@	Student's Full Name:	
Contact Details	Extension:		Mobile:
Dorm:		**Block:**	( ) **Male Dorm** ( ) **Female Dorm**
Room No:		**Rm. Type:**	( ) **Private** ( ) **SP-A** ( ) **SP-B** ( ) **Double**
Full Socket No:			***Important: If full socket number is not provided, your request cannot be processed.***

_____

Student's Signature

By signing, I agree to comply with AUS IT policy as well as to conduct myself in accordance with the AUS Student Code of Conduct.

PART B: TO BE COMPLETED BY IT DEPARTMENT - CALL CENTER

WO # Assigned to Support:		**Tag #:**	**WO # Assigned to Network:**	

Laptop/CPU received with the following:

- ☐ Bag
- ☐ Charger
- ☐ CD(s): _____
- ☐ Others: _____

By IT Support

By Call Center

☐ **Collected** ☐ **Network Cable Provided**

PART C: Cashier's Copy

Please Charge: _____ @ _____

STUDENT'S NAME ID NO

the amount of AED. _____ being network/internet connection fee.

Department's Approval: _____ _____

STAFF NAME/SIGNATURE DATE