

NATIONAL TAIWAN UNIVERSITY  
 Computer and Information Networking Center  
 Application for Deletion of Network Service Account (Faculty and  
 Staff Only)

Application Date		User	
Account to be Deleted		Employee ID	
		Contact No.	
Reason	Please be sure to explain in detail. No additions to, deletions from, or modifications of the application will be accepted after receipt by the Center.		
Account Regulations and Notices	<ol style="list-style-type: none"> <li>1. All accounts are for official use only. NTU retains full rights and ownership of all accounts. Upon the user's end of employment, their account will be temporarily locked, but with the submission of an application, it can be used during the retention period for official purposes including information searches and business contacts.</li> <li>2. Applicants shall complete a full backup of all data (myNTU systems, personal webpages, emails, etc.) that will be irrecoverable after account deletion. Email services will also be terminated with all external communication discontinued.</li> <li>3. <b><u>The applicant and the head of the application unit will be held responsible for all issues arising from account deletion including failure to provide the information requested by law enforcement agencies.</u></b></li> <li>4. The application shall be approved by the head of the user's employment (or quota-based) unit before being reviewed by the Center for decision.</li> <li>5. The Center reserves final review rights of applications for all reasons except changes to Chinese name.</li> <li>6. Account deletions involving multiple data systems and coordination with other units will be processed in monthly batches. Processing time: estimated <b>15</b> working days after receipt and approval of the application.</li> <li>7. Our unit declares that we have a full understanding of the matters above with completed risk control management. We hereby request that the Center accept this application for processing.</li> </ol>		
Signature or Seal of Processing Clerk		Contact No.	
		Email	@ntu.edu.tw
Signature or Seal of the Head of the Preliminary Processing Unit (department, graduate institute, or division)		Signature or Seal of the Head of the Final Processing Unit (college or office)	