



বঙ্গবন্ধু শেখ মুজিব মেডিক্যাল বিশ্ববিদ্যালয়

Bangabandhu Sheikh Mujib Medical University

শাহবাগ, ঢাকা-১০০০

To

Date: ...../...../.....

Registrar

Bangabandhu Sheikh Mujib Medical University

Shahbag, Dhaka-1000.

**Subject: Application for creating an Institutional E-mail ID (Phase-B, Resident).**

Dear Sir,

I need an institutional E-Mail ID. Here are the details.

Name : .....

Department : .....

Year of Admission : ..... (Phase-A) ..... (Phase-B)

e-Registration No : .....

IRB Registration No : ..... IRB Clearance Date: ...../...../.....

\*Proposed E-Mail ID : ..... @bsmmu.edu.bd

\*Alternate E-Mail ID : ..... @bsmmu.edu.bd

Current E-Mail ID : .....

Contact Number : .....

- BSMMU institutional E-mail ID follows Google Cloud Server and G-suite for Education policy.
- BSMMU authorities will not be responsible for any change in Google's usage policy.

I undertake to ensure proper use of domain ID and terms & conditions provided by BSMMU.

Resident Signature with Date

(Signature & Seal)  
Head of the Department

(Signature & Seal)  
Director of ICT Cell, BSMMU

Attachments:

- e-Registration Card
- IRB Clearance Certificate.

\* Resident should follow the below mentioned structure for Proposed and Alternate E-Mail ID.

Example: **x.r20@bsmmu.edu.bd**

Here, x = Resident's proposed or alternate ID;

r = r is for Resident;

20 = 20 is for Phase-A admission session's last two digits.