



# SOUTH EASTERN KENYA UNIVERSITY

P.O. BOX 170-90200,  
KITUI-KENYA  
Email: info@seku.ac.ke

Email: director-ict@seku.ac.ke  
helpdesk@seku.ac.ke  
Ext: 254/256/257

## DIRECTORATE OF ICT

### Email Application Form

#### Applicant Information

Full Names: \_\_\_\_\_ Date: \_\_\_\_\_  
*First Middle Last*

Department: \_\_\_\_\_ Campus: \_\_\_\_\_  
*Department/School*

Email \_\_\_\_\_  
*Alternative Email*

Mobile: \_\_\_\_\_ PFNo: \_\_\_\_\_

Terms of employment      Permanent       Contract       Other

If other specify: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Head of Department

*Only approve if the member of staff is on permanent or on three months and above contract with SEKU*

Full Names: \_\_\_\_\_ Date: \_\_\_\_\_  
*First Last*

Signature: \_\_\_\_\_ Official Stamp: \_\_\_\_\_

#### Official Use Only

New email address: \_\_\_\_\_

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Email Administrator: \_\_\_\_\_ Signature: \_\_\_\_\_

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

