



# Office of Converging Technologies

## Computer Account Transfer/Termination Form

**Complete this form and return it (in person) to the OCT Helpdesk located in DH-151. You must present a valid Queens College ID card with this form. Please allow 3 to 5 business days for your request to be processed.**

**QC Status** (please check one for the account you are applying for) **Not intended for students.**

<input type="checkbox"/> Faculty	<input type="checkbox"/> Transfer (new dept): _____ (effective transfer date): ____/____/____
<input type="checkbox"/> Staff	<input type="checkbox"/> Termination (effective termination date): ____/____/____

**Personal Information (PLEASE PRINT LEGIBLY)** (Full legal name as registered with Queens College)

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last Name \_\_\_\_\_

9-digit Social Security # or 9-digit ID # assigned by Immigration or Homeland Security  
(not the 14-digit library bar code on the back of your QC ID card): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ Old Dept \_\_\_\_\_

New Dept \_\_\_\_\_ Bldg & Rm # \_\_\_\_\_ Campus Phone \_\_\_\_\_

**QC Status** (please check one for the account you are applying for) **Not intended for students.**

**Please list your account usernames**

Lotus Notes (Email) \_\_\_\_\_ Active Directory (ADS) \_\_\_\_\_

QUASAR \_\_\_\_\_ CUNYVM \_\_\_\_\_

Email Aliases or other QC accounts: \_\_\_\_\_ Special request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

User Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Dept. Head or Chairperson (Please print) \_\_\_\_\_

Dept. Head or / Chairperson Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**OCT Use Only**

ID card Verified by \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_