

Subdomain application instructions

1. On the front of this form, select one of the three options listed:
 - select **new** if this is the first time your department/college/unit has requested a subdomain
 - select **replace** if you want to replace an existing subdomain
 - select **delete** if you want to remove an existing subdomain

Note: A unit cannot have more than one subdomain.

2. Enter the name of the unit for which you are requesting a subdomain
 - 2a. Indicate intended utilization of subdomain (i.e., how many hosts).
 - 2b. Indicate what subnet/s will use requested subdomain
3. List the names of the subdomain you want, in order of preference; names must end in ohio-state.edu., e.g., ***oit.ohio-state.edu***
4. Enter the subdomain you are replacing, if applicable
- 5-8. Give the name, address, e-mail, and phone number of the Department Network Administrator (DNA) of the unit requesting the subdomain; this person is responsible for hostname registration under the subdomain; for more information on registering domains, see ***<http://www.net.ohio-state.edu/domainpolicy>***
9. Indicate the date you want to begin using the subdomain
- 10-11. The name and signature of the chair/dean/director of your unit