



**Hampton University**  
**Virtual Private Network (VPN) Application and Renewal Form**

This form is required to apply for a VPN account to allow secure communications to the Hampton University network. Applications will be reviewed on a case-by-case basis at the time of request and renewal. By submitting this form, you are agreeing to adhere to the Center for Information Technology (CIT) Hampton University [VPN acceptable use policy](#). VPN access is renewed annually.

Please complete and return this form with the appropriate approvals to the Hampton University CIT Networking Services department at [networkops@hamptonu.edu](mailto:networkops@hamptonu.edu).

**Requestor:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Work #: \_\_\_\_\_  
Department: \_\_\_\_\_ Mobile #: \_\_\_\_\_  
Email Address: \_\_\_\_\_ HU Employee ID: \_\_\_\_\_  
InfoTech Name: \_\_\_\_\_  
Reason for VPN access: \_\_\_\_\_  
\_\_\_\_\_

All individuals accessing Hampton University confidential or internal use data from a non-campus location, transporting such data off-campus on electronic devices must do so using the campus' Virtual Private Network (VPN). VPNs provide secure communications through the public internet. The Center for Information Technology's Networking department provides VPN service to secure remote access to the campus network using public internet to carry traffic. Requestors are required to read and agree to the campus Remote Computing Access Policy and Remote Computing Access Procedures on-line.

☐ ***I have read and understand the Remote Computing Access Policy and Procedures***

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

VP/Dean Printed Name: \_\_\_\_\_

VP/Dean Signature/Approval: \_\_\_\_\_

**To be completed by CIT/Network Services:**

Reviewed by: \_\_\_\_\_

Authorized by: \_\_\_\_\_

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

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

Computer AD Name: \_\_\_\_\_

☐ Approved

☐ Disapproved

The information requested in this form is collected under the authority of Hampton University Acceptable Use Policy and is needed to process your application for remote access VPN. Information collected will solely be used to administer the VPN service. If you have any questions about the collection or use of this information, please contact the CIT/Networking services support at [networkingops@hamptonu.edu](mailto:networkingops@hamptonu.edu).