

**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI, PILANI-CAMPUS**  
**Academic Registration & Counselling Division**

Ref. No.: ARC/T/13/

Dated: May 01, 2018

**C I R C U L A R**

for **Graduated** student

The following charges shall be applicable for issue of **duplicates of Academic Records** for Graduated Students.

ITEM	Charges for Request from candidates residing		Remarks
	in India (Rs.)	Abroad (US \$) (or equivalent in any currency)	
<b>I. Duplicate Transcript</b>			
(a) For recent graduates when the request is made within ten weeks of graduation	100	10	per copy
(b) All others	500	45	per copy
(Note: If you need duplicate transcripts in separate sealed cover(s), clearly indicate it in your request and you must provide the university addressed envelope(s). Don't forget to write your ID.NO. on top left-hand corner of the envelope(s))			
<b>II. Duplicate Provisional Certificate</b> (Only issued until the award of final Degree)	100	10	per copy
<b>III. Attestation of copy of Degree Certificate(s)</b>	<b>3000</b>	<b>150</b>	<b>per set</b>

**Mailing charges for each mailing address are as follows:**

(a) <b><u>By Registered Post</u></b> (per copy):			
(i) Within India	100	10	per copy
(ii) To foreign countries (by Air)	200	15	per copy
(b) <b><u>By Speed Post</u></b> (per copy):			
(i) Within India	100	10	per copy
(ii) To foreign countries (by Air)	1800	30	per copy

Payment shall be made by a ***Demand Draft (DD)*** drawn in favour of ***BITS, Pilani*** on ***Axis/ICICI/SBI/Yes/UCO Bank*** and others or ***International Money Order*** in favour of ***BITS, Pilani***. ***Outstation Cheques/ Drafts are not accepted.***

**ID.NO. (Roll No.)** MUST be given in the request without which it will not be possible to process the request.

Request along with correct payments shall be sent to:

**The Associate Dean**  
**Academic Registration & Counselling Division**  
**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE**  
**PILANI – 333 031 (RAJASTHAN), INDIA**

**Associate DEAN**

*Requisition for Issue of **DUPLICATE TRANSCRIPTS***

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for **Graduated** student

To  
**The Associate Dean**  
**ARC Division**  
**BITS, PILANI**

<b>FOR OFFICE USE</b>	
Requisition No.	<input style="width: 95%;" type="text"/>
Payment Verified	

Sir,

Please issue me the following (ticked ✓) documents, My particulars are:

**ID.NO.:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

	<u>Copies</u>	<u>Charges</u>	<u>Total charges</u>
<input type="checkbox"/> Duplicate Transcript	<input style="width: 80%;" type="text"/>	_____ per copy	_____
<input type="checkbox"/> Attestation of copy of degree Certificate(s)	<input style="width: 80%;" type="text"/>	_____ per set	_____

**Postal charges** (Registered Post/  Speed Post) \_\_\_\_\_

**Total amount payable Rs.:**  

I have paid the above amount

by cash receipt No.: \_\_\_\_\_ dated: \_\_\_\_\_

or

by Demand Draft \_\_\_\_\_

*(DD No./ Issuing Bank /Date/Amount etc.)*

*(DD in favour of BITS, Pilani and mention your ID.NO. and Name on the back of DD)*

I need duplicate transcript(s) in sealed envelope(s) and for this I have enclosed \_\_\_\_\_ (number) **university addresses envelopes** (with **ID.NO. in top left-hand corner**). (Note: *The university name on the envelope(s) must be written with ink*)

<input type="checkbox"/> Please post the document(s) to: ➡	<input style="width: 98%;" type="text"/>
<input type="checkbox"/> I shall collect the document(s) personally	<input style="width: 98%;" type="text"/>
	<input style="width: 98%;" type="text"/>
	<input style="width: 98%;" type="text"/>

*[Please tick appropriate boxes ✓]*

I am currently working/studying in \_\_\_\_\_

(Name and address of organization)

and my address is \_\_\_\_\_

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

\_\_\_\_\_  
**Signature**

**Note:** *No request for sealing etc. will be entertained once the duplicates are issued.*

<p><b><u>For office use (Details of dispatch)</u></b></p> <p>Dispatched by: <input type="checkbox"/>Speed Post / <input type="checkbox"/>Registered Post</p> <p>Dispatched date: _____</p> <p>Dispatch No.: _____</p> <p>Signature of Dispatcher: _____</p>	<p align="center"><b>Received</b></p> <p align="center">_____                  Signature with date</p>
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