

**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE PILANI, HYDERABAD CAMPUS**  
**ACADEMIC GRADUATE STUDIES AND RESEARCH DIVISION**  
**REQUISITION FOR ISSUE OF CONTINUING TRANSCRIPT AND DUPLICATES FOR CONTINUING STUDENTS**

<b>FOR OFFICE USE</b>
Requisition No. <input style="width: 150px; height: 25px;" type="text"/>
_____
Payment Verified

To  
 The Associate Dean  
 AGSR Division  
 BITS Pilani, Hyderabad Campus

Sir,

Please issue me the following (ticked ✓) documents :

**ID. No.:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

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

I am On-Campus

**HOSTEL:** \_\_\_\_\_ **ROOM NO.:** \_\_\_\_\_

I am in **PS** at \_\_\_\_\_

	Copies	Charges (Rs.)	Total Charges
<b>Original Continuing Transcript</b>	1	200/-	200.00
<input type="checkbox"/> Duplicates of Continuing Transcript	<input style="width: 40px;" type="text"/>	100/- per copy	_____
<input type="checkbox"/> Forwarding Letter <span style="float: right; font-size: small;">(No. of Letters)</span>	<input style="width: 40px;" type="text"/>	Nil	Nil
Postal Courier Charges ( <input type="checkbox"/> Registered Post / <input type="checkbox"/> Speed Post / <input type="checkbox"/> Courier charges )			_____
(Please see overleaf for details)			
Total Amount Payable Rs.:			<input style="width: 100px;" type="text"/>

I have paid the above amount

by State Bank Collect Receipt No.: \_\_\_\_\_ dated : \_\_\_\_\_ **or**

by Demand Draft \_\_\_\_\_  
 (Give details like DD No./Issuing Bank/Date/Amount etc. Please mention your ID.NO. and Name on the back of DD)

I need transcript(s) / forwarding letter(s) in sealed envelope(s) and for this I have enclosed \_\_\_\_\_ (number) **university addressed 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"/> I shall collect the document (s) personally	
<input type="checkbox"/> Please mail the documents(s) to :	    

[ Please tick appropriate boxes ✓ ]

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

**Signature**

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

<b>For office use (Details of dispatch)</b>
Dispatched by : _____
Dispatched on : _____
Dispatch No: _____
Signature of Dispatcher. _____

<b>Received</b>
_____ Signature with Date

**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE PILANI, HYDERABAD CAMPUS**  
**ACADEMIC – GRADUAT STUDIES AND RESEARCH DIVISION**

For Continuing Student

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

ITEM	Charges for Request form candidates residing		Remarks
	In India (Rs.)	ABROAD (USD \$) (or equivalent in any currency)	
I <b>Continuing Transcript (Original)</b> <b>Duplicate of Continuing Transcript</b>  (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) )	200	10	Per copy
	100	05	
II Duplicate Grade Sheet (Only issued until the issue of final Transcript)	100	05	Per copy

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

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

\* For actual amount, please check with the AGSRD office.

Payment can be made through online ([www.onlinesbi.com](http://www.onlinesbi.com) → State Bank Collect) or by a **Demand Draft** drawn in favour of BITS, Hyderabad payable at Hyderabad; and others or **International Money Order** in favour of BITS Pilani, Hyderabad Campus. 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 – Graduate Studies and Research Division**  
**Birla Institute of Technology & Science Pilani, Hyderabad Campus**  
**Jawahar Nagar, Kapra Mandal, Hyderabad 500 078**  
**Telangana, India**