

**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE PILANI, HYDERABAD CAMPUS**  
**ACADEMIC GRADUATE STUDIES AND RESEARCH DIVISION**  
**REQUISITION FOR ISSUE OF DUPLICATE TRANSCRIPTS & OTHERS FOR GRADUATED STUDENTS**

<b>FOR OFFICE USE</b>
Requisition No. <input style="width: 100px; height: 20px;" type="text"/>
_____
Payment Verified

To  
 The Associate Dean  
 AGSR Division  
 BITS Pilani, Hyderabad Campus

Sir,

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

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

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

	Copies	Charges (Rs.)	Total Charges
<input type="checkbox"/> Duplicate Transcript	<input style="width: 40px; height: 15px;" type="text"/>	500/- per copy	_____

Postal Charges ( Registered Parcel Post  Speed Post  Courier charges) \_\_\_\_\_  
 (Please see overleaf for details)

**Total Amount Payable (Rs.):**

I have paid the above amount

by State Bank Collect receipt No.: \_\_\_\_\_ Dated : \_\_\_\_\_ or  
 (Give details)

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 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"/> I shall collect the document (s) personally	
<input type="checkbox"/> Please mail the documents(s) to :	_____
	_____
	_____

[Please tick appropriate boxes  ]

I am currently working / studying in \_\_\_\_\_  
 (Name and address of organization)

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

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

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

**Signature**

<b>For office use (Details of dispatch)</b>	
Dispatched by :	<input type="checkbox"/> Speed / <input type="checkbox"/> Registered / <input type="checkbox"/> Courier
Dispatched on :	_____
Dispatch No :	_____
Signature of Dispatcher :	_____

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

**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE PILANI HYDERABAD CAMPUS  
ACADEMIC GRADUATE STUDIES AND RESEARCH DIVISION**

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	
I	<b>Duplicate Transcript</b>			
	(a) For Recent Graduates when the request is made within ten weeks of Graduation	<b>100</b>	<b>5</b>	<b>Per copy</b>
	(b) All others <b>(Note: If you need duplicate transcripts in separate sealed cover(s), clearly indicate it in your request and you must provide the university addresses envelope(s). Don't forget to write your ID No. on top left-hand corner of the envelope(s))</b>	<b>500</b>	<b>45</b>	<b>Per copy</b>
II	<b>Duplicate Provisional Certificate</b> <i>(Only issued until the award of final Degree)</i>	<b>100</b>	<b>10</b>	<b>Per copy</b>

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

ITEM	Charges for Request from candidates residing		Remarks
	In India (Rs.)	Abroad (US \$) or equivalent in any currency	
<b><u>(a) By Registered Post (per copy):</u></b>			
i) Within India	100	10	
ii) To foreign countries (by Air) (Registered Post)	200	15	
<b><u>(b) By Speed Post (per copy):</u></b>			
i) Within India	100	10	
ii) To foreign countries	1800	30	
<b><u>(b) By Blue Dart Courier (per copy):</u></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**