

# BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI, DUBAI -CAMPUS

## Verification of Qualification

The following charges shall be applicable for verification of qualifications

ITEM	Charges for Request for a Client		Remarks
	In UAE	Abroad	
<b>Verification of qualifications</b>			
(a) by Employer/Government agencies/Consulates/Universities	Nil	Nil	Per Candidate
(b) by Private agencies (or equivalent in any currency)	AED 150/-	USD 150/-	Per Candidate
<b>Mailing Charges Shall be as follows</b>			
<b>a) by Courier(or Equivalent in any Currency) Charges are inclusive of VAT</b>			
The courier charges for sending documents (up to 500 grams) from <b>UPS</b> are as follows:			
KUWAIT / BAHRAIN / OMAN / KSA / INDIA AED 45/-	UAE AED 45/-	USA/ Canada AED 70/-	UK AED 60/-
		Singapore / Malaysia AED 85/-	France / Germany AED 60/-
The courier charges for sending documents (up to 500 grams) from <b>FEDEX</b> are as follows:			
INDIA AED 100/-	USA AED 110/-	Canada AED 130/-	Singapore AED 100/-
		Malaysia AED 130/-	UK / France/ Germany AED 90/-
The courier charges for sending documents (up to 500 grams) from <b>ARAMEX</b> are as follows:			
KSA / KUWAIT / UAE AED 60/-	BAHRAIN AED 50/-	OMAN AED 45/-	
<b>b) by emails</b> (or equivalent in any currency):		AED 10/-	USD 10/- Per email

**Notes:**

**1. Telephonic or verbal verification of qualification is NOT being done by BITS.**

**2. The requisite charges shall be paid:**

- (a) Students can pay the fee online by visiting the URL <https://admission.bits-dubai.ac.ae/fee/>.
- (b) By Telex / Bank transfer: Payment can be made directly to the bank account given below through your bank along with collection charges if any. The TT advice / receipt copy received from your bank must bear the Name & ID No. of the student and attach the same with the application.

Bank details	
Account Title	BITS PILANI FZ LLC
Account No.	026-307181-001
IBAN	AE4502 000 000 2630 7181 001
SWIFT Code	BBMEAEAD
Bank	HSBC Bank Middle East Ltd
Branch	Main Branch, Dubai, UAE

- (c) By Cash (in person to the Cashier, BITS Pilani, Dubai Campus)

**Do not send any cash with your application**

**3. IDNO. (or Roll No.) or Year of admission, year of graduation, degree received** or a copy of the document submitted by the candidate for verification **MUST** be given without which it will not be possible to process the request.

**4.** Request shall be made in the enclosed proforma. Requests with **incomplete / incorrect information** will not be processed.

**5.** Request along with correct payments shall be sent to:

**The Registrar**

**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, Pilani**

**P.O.Box No: 345055 DXB**

**Dubai Campus, Dubai, UAE**

**E-Mail : office.registrar@dubai.bits-pilani.ac.in**

Requisition for **VERIFICATION OF ACADEMIC RECORDS**

To  
The Registrar  
BITS Pilani, Dubai Campus,  
Dubai, UAE

<b><i>For office use</i></b>	
Requisition No.	<input style="width: 80px;" type="text"/>
Payment Verified	

Sir,  
Please issue me the following for (ticked✓):

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

	Copies	Charges	Total Charges
<input type="checkbox"/> Verification Letter	<input style="width: 60px;" type="text"/>	_____ per copy	_____

**Courier Company Name and Charges** (  Courier /  Email ) \_\_\_\_\_

Total Amount payable AED:

Payment Enclosed by \_\_\_\_\_  
*(Give details of DD/TT)*

**Requester Details:**

Requester's Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Name of Requester's Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

**Client's Details:**

Client's Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Name of Client's Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

Please send the document(s) to: <input type="checkbox"/> By Courier <input type="checkbox"/> By Email [Please tick appropriate box <input checked="" type="checkbox"/> ]	_____
	_____
	_____
	_____

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

\_\_\_\_\_  
**Requester's Signature**

**Note:** Request received with incomplete/ incorrect information will not be processed.

<b>Dues Status</b>  _____  <p style="text-align: center;"><b>Accounts, BPDC</b></p>
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<b>Visa Status</b>  _____  <p style="text-align: center;"><b>Administration, BPDC</b></p>
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<b>Approved / Not approved</b>    <p style="text-align: center;"><b>Registrar, BPDC</b></p>
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For office use (Details of dispatch) Dispatched by: <input type="checkbox"/> Courier <input type="checkbox"/> Email Dispatched on : _____ Dispatch No.: _____ Signature: _____	Received  _____  Signature with date
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