

Birla Institute of Technology & Science, Pilani, Dubai Campus

APPLICATION FOR ISSUE OF ACADEMIC TRANSCRIPT(S) / DUPLICATE GRADE-CARD(S) (For On Roll Students)

To
The Associate Dean - AUGSD,
BITS Pilani, Dubai Campus

For office use
Date:
Requisition No:
Payment Verified: Yes / No

Sir,

Please issue me
Academic Transcript(s)
Duplicate Grade-card(s)

My particulars are:

ID No.: _____ **Name:** _____

E-mail: _____ **Mobile No.:** _____

No of copies: _____ Total amount

Envelope charges

Courier Company Name and Charges

Forward through email

Total Amount Payable:

[Note: Charges mentioned overleaf]

I have paid the above amount by

- Cash receipt No. _____ dated _____
- Telex transfer / Bank Transfer *(Give detail)* _____
- I need the transcript(s) in sealed envelope(s) and for this I have enclosed _____ (number) **University addresses/addressed envelopes** (with ID No. in top left-hand corner)

I will collect the document(s) personally

| | |
|---|--|
| <input type="checkbox"/> Please mail the document(s) to | |
|---|--|

I am currently studying in _____

And my address is _____

Date: _____

Student's Signature

Approved / Not approved

Associate Dean-AUGSD, BPDC

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

| | |
|--|--|
| <p>For Office Use (Details of dispatch)</p> <p>Dispatched by: _____</p> <p>Dispatched on: _____</p> <p>Signature: _____</p> | <p>Received by (Name): _____</p> <p>Signature with date: _____</p> |
|--|--|

Procedure: Testimonial Request

1. Application in the prescribed form shall be submitted to the Dean, Academic Registration and Counseling Division with your details like name, ID No., Address of communication and the number of duplicate transcripts required.
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 (to the Cashier, BITS Pilani, Dubai Campus)

Do not send any cash with your application.

3. If a duplicate transcript is required in a sealed envelope, one has to send envelopes with the addresses of the Universities or the address of the university. Duplicate Transcript cannot be sealed in un-addressed envelope. Duplicates once issued cannot be sealed in envelopes by BITS at a later date.
4. Do not authorize another person to apply and/or collect copies of your academic documents. Academic documents are confidential documents and should not go in wrong hands. It is in your own interest to preserve and prevent your academic document from their possible misuse.
5. The requests received are processed on 'First Come First Served' basis. No priority treatment is possible or given to a request made in person. Graduated students can send the request by post, speed post or courier. They are not required to come to Dubai to make a request for duplicates.
If for some genuine reason, it is not possible to make a request for issuing duplicates by the student himself, an authorization letter for applying and/or collecting the duplicates, duly signed and dated, giving the reason 'why s/he cannot make/send the request?', should be made and directly sent to The In-charge, Grading Division, BITS Pilani, Dubai Campus, Dubai international Academic City, Dubai, UAE. If authorization letter is sent by fax, original must also be sent by post.
6. The authorization letter should contain the Name, ID.No., Address of the authorized person and your signature should be in original.
7. Transcript requests are normally processed within 7 business days, depending on the queue, after the request is received, verified and found in order. This process may take longer during peaks, which is normally at the beginning and end of each semester and process time depends upon queue of requests.
However the urgent request (within 3 business days) can be processed on extra payment of AED 50/- to the addition of total cost of transcripts.

| The charges for the following certificates | | | | | | |
|---|---|---------------------|-------------------------|-----------------------|----------------------------------|------------------------------|
| 1 | Duplicate Transcripts (Graduated students/ continuing students) | | | | | AED 50/- Copy |
| 2 | Duplicate provisional certificate (only issued until the award of final degree) | | | | | AED 30/- Copy |
| 3 | Duplicate Grade sheet | | | | | AED 20/- |
| 4 | Certificate (Bonafide / Course Completion / CGPA/NOC) | | | | | AED 50/- |
| 5 | Migration Certificate | | | | | AED 50/- |
| 6 | Printed envelop A4 size | | | | | AED 5/- per envelope |
| 7 | Forward through official email | | | | | AED 10/- |
| If request is to send by the Courier - Full address of the University MUST be supplied for forwarding letter of sealed transcripts. | | | | | | |
| The courier charges for sending documents (up to 500 grams) from UPS 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 FEDEX 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 ARAMEX are as follows: | | | | | | |
| KSA / KUWAIT / UAE AED 60/- | | BAHRAIN AED 50/- | | | OMAN AED 45/- | |

MAILING ADDRESS Request along with correct payments should be sent to: THE ASSOCIATE DEAN

ACADEMIC – UNDERGRADUATE STUDIES DIVISION
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