

Academic Undergraduate Studies Division

Verification of Qualification

The following charges shall be applicable for verification of qualifications.

ITEM	Charges for Request for a Client		
	in India (Rs.)	Abroad (US \$) (or equivalent in any currency)	Remarks
<u>Verification of qualifications</u>			
(a)Employer/Government agencies/Consulates/Universities	Nil	Nil	Per candidate
(b) Private agencies	3100	160	Per candidate
Mailing charges	250	50	Per copy

Notes:

1. **Telephonic or verbally verification of Qualification is NOT being done by BITS.**
2. Payment shall be made through SBI collect, and Foreign Agencies will have to do an **International Money Order** in favour of BITS, Pilani K.K Birla Goa campus. **Outstation Cheques/ Drafts are not accepted.**
3. **ID.No. (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 payment receipt shall be emailed to augsd.office@goa.bits-pilani.ac.in

The Associate Dean
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Associate DEAN