



**BITS Pilani**  
Dubai Campus

## **Application Procedure for the First Degree Programmes Academic year 2018 - 19**

1. Read the Admission Bulletin 2018-19 carefully.
2. Application for Admission must be filled online.

Online Application procedure: (Read instructions given below before proceeding to fill the online form).

- a. Visit [www.bits-pilani.ac.in/dubai/admissionoverview](http://www.bits-pilani.ac.in/dubai/admissionoverview) and click on “Apply Online”
- b. Enter all the information required carefully and correctly in the online form.
- c. Ensure the correctness of all entered data before submission. Once you confirm the correctness of the entered information and submit the form, the entered data will be recorded and you will not be able to change it.
- d. On submission you will be allotted a unique reference number and you will be directed to proceed for Application fee payment.
- e. You have the option of paying the fee online through Debit or Credit Card or paying offline either by Cash or Bank Transfer ((Refer Section 5 below for fee details)
- f. Upon successful completion of online application fee payment you will be allotted a unique application number and you will be instructed to upload your documents.
- g. Upload the required documents (jpeg or pdf format) and your submission will be complete.
- h. In the event you opt for offline application fee payment (Cash or bank transfer), send the proof of fee payment along with Applicant's name and Application reference number by email to [admission@dubai.bits-pilani.ac.in](mailto:admission@dubai.bits-pilani.ac.in) for the allotment of unique application number.
- i. Upon receipt of the unique application number, you can proceed to upload the required documents(jpeg or pdf format) and your submission will be complete.



# BITS Pilani

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3. For candidates submitting the application and fee online, the system will generate a unique application number.. For those candidates who are opting for offline submission or payment, a unique application number will be allotted and informed to the candidate by the institute on receipt of the application and fee. In all subsequent correspondence with the Institute, the candidate must quote this application number.
4. Documents required to be submitted with the application form:
  - a. Copy of mark sheet of the Qualifying Examination, such as General Secondary Education Certificate of Ministry of Education, UAE or Senior School Certificate of CBSE, New Delhi, India or its equivalent. If the result is not available, at the time of applying, leave the marks column in the application blank & email/upload this as soon as the mark sheet is available from the board before the last date of submission. (Students whose results are not declared before this date can submit a copy of the predicted grades and send the copy of the original mark sheet as soon as the same is available.)
  - b. Copy of the 10th Grade mark sheet.
  - c. Passport copy (first 3 pages and last page). Candidates, who do not possess a valid Passport at the time of applying, must enclose a declaration along with the Application, that they will email the required Passport pages on or before 5 July, 2018 for August Semester and 3 January, 2019 for January Semester.
  - d. Candidates applying under the GCC category must submit the passport copy of the parent residing in the GCC country with valid Residence Visa Stamp.
  - e. TOEFL/IELTS Score Report (For candidates from Non-English Medium Schools only).
  - f. Copy of Score Report of BITSAT, if appeared. If the score is not available at the time of applying, email / upload the same as soon as the result is available.

**Note: BITSAT is not compulsory for Dubai Campus admission.**

5. Application Fee to be paid at the time of submission of application form:

An amount of AED 220.00 only (Arab Emirates Dirhams Two hundred and Twenty only) payable online by Debit/ Credit Card or payable offline either by Cash or Bank Transfer (Refer Page 20 in Admission Bulletin for bank details). Application received without application fee will not be considered.

6. The last date for submitting the Application form is 21 June 2018 for admission to the I Semester (commencing 28<sup>th</sup> August 2018) and 12 Dec 2018 for admission to the II Semester (commencing 20<sup>th</sup> January 2019) for candidates from all countries.