

TO: B.E. STUDENTS ADMITTED IN A.Y. 2016-17,

The orientation programme and the remaining admission formalities will be held on 17th August 2016, Wednesday from 8:30am onwards. All the students are required to report to the campus accordingly. For students from other countries, you may reach the U.A.E. by 16 August 2016.

The schedule from **17th August 2016 - 21 August 2016** is given below:

Date	Time	Event
Wednesday 17 Aug 2016	8:30 am - 10:45 am	Admission Formalities
	11:00 am - 12 noon	Director's Interaction With Parents
	12:00 - 12:45 pm	Lunch
	1:00 pm - 4:00 pm	Orientation
Thursday 18 Aug 2016	8:00 AM	Registration
Friday & Saturday, 19 & 20 Aug 2016	Weekend Holiday Dubai City Tour and Informal Cultural programme will be organized for Hostellers in the afternoons and evenings. Day Scholars may join in, if interested.	
Sunday, 21 Aug 2016	7:30 AM	Classes Commence

We also take this opportunity to cordially invite your parents on 17th August 2016 for the Director's Address at 11 am followed by lunch.

DETAILED INSTRUCTIONS

All students have to report at the Campus on 17th August 2016 at 8:30 am to complete the admission process followed by Orientation Sessions.

(a) On reporting, you are required to submit the following documents in original to complete your admission:

1. Mark sheet of Senior School Certificate Examination (XII Standard) under 10+2 School System or its equivalent issued by the Board / University.
2. Matriculation/ Secondary School/ X mark sheet /certificate issued by the Board.
3. Transfer/School Leaving Certificate* from the School/ College last attended.
4. Certificate of Medical fitness*.
5. Student Health Insurance Form (Sent by email- To be submitted if availing Insurance facilitated by the Institute)
6. Student Personal Information Form (Sent by email)

7. If you have come on Institute Visa, submit original Passport and Visa copy for visa stamping. Students who are on parent's visa are not required to submit their passport.
* *required only if originals of these were not submitted earlier.*
- (b) On the reporting day, you are required to interact with an assigned Dean/HOD/Senior faculty member of the Institute. If a candidate fails to show up for the interaction, his/her admission will be automatically cancelled.
- (c) A candidate is finally admitted only if he/she is declared medically fit.
- (d) The admission process will be followed by freshmen orientation and registration on 18 August. The classes start on 21 August and candidates should come prepared for the same. The academic calendar is also published on the website for your information.

Some Useful Information

1. On arrival at the Campus you will be directed appropriately to the reception in the main Academic block. There will be traffic and parking restrictions to ensure smooth flow of vehicles.
2. Carry a printout of Admission Offer Letter with you and show it whenever demanded.
3. Please remember to bring with you any part of the fees you were required to pay but did not pay earlier, on reporting for Admissions.

Instruction for Hostel Students:

1. Hostels will be open for occupancy from 15th August 2016.
2. Students coming from other places are required to stay at the Institute Hostel. All such students will be provided Independent, Single, furnished and fully air-conditioned room.
3. Hostel Room will be allotted immediately on arrival to the Institute.
4. All Hostel rooms are single occupancy and are furnished with cot, table, chair, cupboard with a locker and internet connection.

Instruction for International Travel and Hostel Students:

Carefully read the Guidelines for Travel to Dubai and List of Essential items for hostel students sent by email.

Transport arrangements for Day Scholars:

Day Scholars have to come on their own on 17 & 18 August 2016. You will be provided a bus drop after the completion of the programme to following major points on 17 & 18 August 2016- Karama, Bur Dubai, Deira, Ghusais, Rolla, Al Wahda, and Ajman. From 21 August 2016 onwards, students who have applied for the institute transport facility will be picked up in the morning and dropped back after the classes.

We look forward to meeting you soon. Should you have any further queries in regards to the same please do not hesitate to call us at any time.

**ADMISSIONS OFFICE
BITS PILANI, DUBAI CAMPUS**