

TO: M.E. & M.B.A. Students admitted in A.Y. 2016-17.

The admission process and orientation will be held on 17 August 2016, Wednesday from 11:30 am and thus you are required to report at the campus accordingly.

The schedule for 17 & 18 August 2016 is given below:

WEDNESDAY, 17 AUGUST 2016

11:00 AM: ADMISSION FORMALITIES (SUBMISSION OF ORIGINAL DOCUMENTS)

12:00 NOON- 1:00 PM: LUNCH

1: 00 PM- 4:00 PM: BRIEF ON THE INSTITUTE AND ITS SYSTEMS AND PROCESSES.

4:00 PM – 5:00 PM: HIGHER DEGREE ORIENTATION

THURSDAY, 18 AUGUST 2016

6:30 PM: REGISTRATION

7:45 PM: CLASSES COMMENCE

DETAILED INSTRUCTIONS

All students have to report at the Campus on 17 August 2016 at 11:00 am to complete the admission process followed by Orientation Session.

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

1. B.E./ B.Tech. or equivalent degree
2. Transcript / Mark sheets of all semesters of the B.E./ B.Tech. or equivalent examination
3. Two Photographs and Anti Ragging Undertaking* (format sent with Offer Letter)
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 or employment visa are not required to submit their passport.

** required only if originals of these were not submitted earlier.*

(b) The admission process will be followed by orientation on 17 August and registration on 18 August. The classes will also start on 18 August and candidates should come prepared for the same.

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 15 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 on your email.

Looking forward to meeting you.

For any further information you may contact the Admissions Office.

**ADMISSIONS OFFICE
BITS PILANI, DUBAI CAMPUS**