Verification of Qualification

The following charges shall be applicable for verification of qualifications

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Charges for Request for a Client</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In UAE</td>
<td>Abroad</td>
</tr>
<tr>
<td>Verification of qualifications</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>(a) by Employer/Government agencies/Consulates/Universities</td>
<td>AED 150/-</td>
<td>USD 150/-</td>
</tr>
<tr>
<td>(b) by Private agencies (or equivalent in any currency)</td>
<td></td>
<td>Per Candidate</td>
</tr>
</tbody>
</table>

Mailing Charges Shall be as follows

<table>
<thead>
<tr>
<th>a) by Courier (or Equivalent in any Currency) Charges are inclusive of VAT</th>
<th>France AED 160/-</th>
<th>Canada/ USA AED 135/-</th>
<th>Singapore AED 120/</th>
<th>KSA AED 115/-</th>
<th>UK AED 105/</th>
<th>Kuwait/Bahrain/Oman AED 70/-</th>
<th>India AED 55/-</th>
<th>UAE AED 25/-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malaysia AED 140/-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| b) by emails (or equivalent in any currency): | AED 10/- | USD 10/- | Per email |

Notes:

1. Telephonic or verbal verification of qualification is NOT being done by BITS.

2. The requisite charges shall be paid:

   (a) 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
   
<table>
<thead>
<tr>
<th>Account Title</th>
<th>BITS PILANI FZ LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account No.</td>
<td>026-307181-001</td>
</tr>
<tr>
<td>IBAN</td>
<td>AE4502 000 000 2630 7181 001</td>
</tr>
<tr>
<td>SWIFT Code</td>
<td>BBMEAEAD</td>
</tr>
<tr>
<td>Bank</td>
<td>HSBC Bank Middle East Ltd</td>
</tr>
<tr>
<td>Branch</td>
<td>Main Branch, Dubai, UAE</td>
</tr>
</tbody>
</table>

   (b) By Cash (in person to the Cashier, BITS Pilani, Dubai Campus)

   Do not send any cash with your application

3. IDNO. (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 correct payments shall be sent to:

   The Registrar
   BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, Pilani
   P.O.Box No: 345055 DXB
   Dubai Campus, Dubai, UAE
   E-Mail: office.registrar@dubai.bits-pilani.ac.in
To
The Registrar
BITS Pilani, Dubai Campus,
Dubai, UAE

Sir,
Please issue me the following for (ticked):
ID No.: __________________ NAME: __________________

<table>
<thead>
<tr>
<th>Copies</th>
<th>Charges</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Verification Letter</td>
<td>_______</td>
<td>_______ per copy _______</td>
</tr>
<tr>
<td>Courier Charges ( ☐ Courier/ ☐ Email)</td>
<td>_______</td>
<td>Total Amount payable AED: _______</td>
</tr>
</tbody>
</table>

Payment Enclosed by ____________________________
(Give details of DD/TT)

**Requester Details:**
Requester’s Name: __________________ Designation: __________________
Name of Requester’s Company: __________________
Address: __________________
Email: __________________ Fax: __________________ Phone: __________________

**Client’s Details:**
Client’s Name: __________________ Designation: __________________
Name of Client’s Company: __________________
Address: __________________
Email: __________________ Fax: __________________ Phone: __________________

Please send the document(s) to:
☐ By Courier
☐ By Email
[Please tick appropriate box ☑]

Date: ____________
Requester’s Signature

**Note:** Request received with incomplete/ incorrect information will not be processed.

**Dues Status**
Accounts, BPDC

**Visa Status**
Administration, BPDC

**Approved / Not approved**
Registrar, BPDC

For office use (Details of dispatch)
Dispatched by: ☐ Courier ☐ Email
Dispatch No.: __________________
Signature: __________________

Received __________________
Signature with date