

BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI, DUBAI -CAMPUS
Academic Registration & Counseling Division

Verification of Qualification

The following charges shall be applicable for **verification of qualifications** and issue of **duplicate Academic Records**.

ITEM	Charges for Request for a Client		Remarks
	in UAE (AED)	Abroad (US \$) (or equivalent in any currency)	
Verification of qualifications			
(a) by Employer/Government agencies/Consulates/Universities	Nil	Nil	Per Candidate
(b) by Private agencies	150/-	150/-	Per Candidate
Mailing Charges Shall be as follows (Subject to revision)			
a) by Courier			
India/ Kuwait/ Bahrain/ Oman/ Qatar AED 50/-	UK AED 75/-	KSA AED 80/-	Canada/ USA AED 95/-
			Singapore AED 85/- Malaysia AED 100/-
			France AED 150/- Germany AED 90/-
			UAE AED 20/-
b) by emails:		10/-	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	
Account Title	BITS PILANI FZ LLC
Account No.	026-307181-001
IBAN	AE4502 000 000 2630 7181 001
SWIFT Code	BBMEAEAD
Bank	HSBC Bank Middle East Ltd
Branch	Main Branch, Dubai, UAE

(b) By Cash (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 Deputy Registrar

BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, Pilani

P.O.Box No:345055 DXB

Dubai Campus, Dubai, UAE

Requisition for **VERIFICATION OF ACADEMIC RECORDS**

To
The Deputy Registrar
BITS Pilani Dubai Campus,
Dubai, UAE

<i>For office use</i>	
Requisition No.	
Payment Verified	

Sir,
Please issue me the following for (ticked✓):

ID No.: _____ NAME: _____

	Copies	Charges	Total Charges
<input type="checkbox"/> Verification Letter		_____ per copy _____	
Courier Charges (<input type="checkbox"/> Courier/ <input type="checkbox"/> Email) _____			
Total Amount payable AED:			

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: <input type="checkbox"/> By Courier <input type="checkbox"/> By Email [Please tick appropriate box <input checked="" type="checkbox"/>]	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> </table>				

Date: _____

Requester's Signature

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

For office use (Details of dispatch) Dispatched by: <input type="checkbox"/> Courier <input type="checkbox"/> Email Dispatched on : _____ Dispatch No.: _____ Signature of Dispatcher: _____	Received _____ Signature with date
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