

BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI, DUBAI -CAMPUS

Verification of Qualification

The following charges shall be applicable for **verification of qualifications**

ITEM	Charges for Request for a Client		Remarks
	In UAE	Abroad	
Verification of qualifications			
(a) by Employer/Government agencies/Consulates/Universities	Nil	Nil	Per Candidate
(b) by Private agencies (or equivalent in any currency)	AED 150/-	USD 150/-	Per Candidate
Mailing Charges Shall be as follows			
a) by Courier(or Equivalent in any Currency) Charges are inclusive of VAT			
France AED 160/- Malaysia AED 125/-	Canada/ USA AED 120/-	Singapore/Germany AED 105/-	KSA AED 100/-
			UK AED 95/-
			Kuwait/Bahrain/Oman AED 65/-
			India AED 55/-
			UAE AED 25/-
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	
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 (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

Requisition for **VERIFICATION OF ACADEMIC RECORDS**

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

<u>For office use</u>	
Requisition No.	<input style="width: 80px;" type="text"/>
Payment Verified	

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

ID No.: _____ NAME: _____

	Copies	Charges	Total Charges
<input type="checkbox"/> Verification Letter	<input style="width: 60px;" type="text"/>	_____ per copy	_____
Courier Charges (<input type="checkbox"/> Courier/ <input type="checkbox"/> Email)			_____
Total Amount payable AED:			<input style="width: 80px;" type="text"/>

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.

Dues Status _____ <p style="text-align: center;">Accounts, BPDC</p>	Visa Status _____ <p style="text-align: center;">Administration, BPDC</p>	Approved / Not approved <p style="text-align: center;">Registrar, BPDC</p>
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For office use (Details of dispatch) Dispatched by: <input type="checkbox"/> Courier <input type="checkbox"/> Email Dispatched on : _____ Dispatch No.: _____ Signature: _____	Received _____ <p style="text-align: center;">Signature with date</p>
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