

Birla Institute of Technology & Science, Pilani, Dubai Campus

APPLICATION FOR ISSUE OF ACADEMIC TRANSCRIPT(S) / DUPLICATE GRADE-CARD(S) (For On Roll Students)

For office use

Date:

Requisition No:

Payment Verified: Yes / No

To

The Associate Dean AUGSD,
BITS Pilani, Dubai Campus

Sir,

Please issue me

Academic Transcript(s)

Duplicate Grade-card(s)

My particulars are:

ID No.: _____ **Name:** _____

E-mail: _____ **Mobile No.:** _____

No of copies: _____ Total amount

Envelope charges

Courier Charges

Total Amount Payable:

[Note: Charges mentioned overleaf]

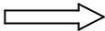
I have paid the above amount by

Cash receipt No. _____ dated _____

Telex transfer / Bank Transfer (Give detail) _____

I need the transcript(s) in sealed envelope(s) and for this I have enclosed ____ (number) **University addresses/addressed envelopes** (with ID No. in top left-hand corner)

I will collect the document(s) personally

Please mail the document(s) to 

I am currently studying in _____

And my address is _____

Date: _____

Student's Signature

Approved / Not approved

Associate Dean-AUGSD, BPDC

Note: No request for sealing/forwarding etc. will be entertained once the duplicates are issued

For Office Use (Details of dispatch)

Dispatched by: _____

Dispatched on: _____

Signature: _____

Received by (Name): _____

Signature with date: _____

Procedure: Testimonial Request

1. Application in the prescribed form shall be submitted to the Associate Dean, Academic – Undergraduate Studies Division with your details like name, ID No., Address of communication and the number of duplicate transcripts required.
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. If a duplicate transcript is required in a sealed envelope, one has to send envelopes with the addresses of the Universities or the address of the university. Duplicate Transcript cannot be sealed in un-addressed envelope. Duplicates once issued cannot be sealed in envelopes by BITS at a later date.
4. Do not authorize another person to apply and/or collect copies of your academic documents. Academic documents are confidential documents and should not go in wrong hands. It is in your own interest to preserve and prevent your academic document from their possible misuse.
5. The requests received are processed on 'First Come First Served' basis. No priority treatment is possible or given to a request made in person. Graduated students can send the request by post, speed post or courier. They are not required to come to Dubai to make a request for duplicates.

If for some genuine reason, it is not possible to make a request for issuing duplicates by the student himself, an authorization letter for applying and/or collecting the duplicates, duly signed and dated, giving the reason 'why she/he cannot make/send the request?', should be made and directly sent to AUGS Division, BITS Pilani, Dubai Campus, Dubai international Academic City, Dubai, UAE. If authorization letter is sent by fax, original must also be sent by post.
6. The authorization letter should contain the Name, ID.No., Address of the authorized person and your signature should be in original.
7. Transcript requests are normally processed within 7 business days, depending on the queue, after the request is received, verified and found in order. This process may take longer during peaks, which is normally at the beginning and end of each semester and process time depends upon queue of requests.

However the urgent request (within 3 business days) can be processed on extra payment of AED 50/- to the addition of total cost of transcripts.

The charges for the following certificates		
1	Duplicate Transcripts (Graduated students)	AED- 40/- Copy
2	Transcripts / Duplicates (for on roll / continuing students)	AED-40/- (1 st Copy Original) AED-20/- for each additional duplicate
3	Duplicate provisional certificate (only issued until the award of final degree)	AED-20/-
4	Duplicate Grade sheet	AED-10/-
5	Migration Certificate	AED-40/-
6	Certificate (Bonafide / Course Completion / CGPA)	AED-40/-
7	Printed envelop A4 size	AED-2/- per envelope
8	Forwarding Letter (For forwarding the transcripts to the Universities as required by the University through email)	Nil
If request is to send by the Courier - Full address of the University MUST be supplied for forwarding letter of sealed transcribes.		
The courier charges inclusive of VAT (up to 500 grams) are as follows:		
Kuwait/ Bahrain/ Oman AED 65/-	UAE AED 25/-	INDIA AED 55/-
KSA AED 100/- UK AED 95	USA/ Canada AED 120/-	Singapore AED 105/- Malaysia AED 125/-
France AED 160/ Germany AED 105/-		

MAILING ADDRESS Request along with correct payments should be sent to:

THE ASSOCIATE DEAN
ACADEMIC – UNDERGRADUATE STUDIES DIVISION
BITS PILANI, DUBAI CAMPUS
POST BOX NO.: 345055
Dubai International Academic City, Dubai, UAE
E-mail: grading@dubai.bits-pilani.ac.in