

# Birla Institute of Technology & Science, Pilani, Dubai Campus

## APPLICATION FOR ISSUE OF DUPLICATE TRANSCRIPTS (*For Graduated Students*)

To  
The Registrar,  
BITS Pilani, Dubai Campus

**For office use**  
 Date: .....  
 Requisition No: .....  
 Payment Verified: Yes / No

Sir,  
 Please issue me the  Duplicate Transcript(s)  Duplicate Grade-Card(s) for Semester \_\_\_\_\_  
 My particulars are:

**ID No.:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Mobile No.:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

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 details* \_\_\_\_\_)
- 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

<input type="checkbox"/> Please mail the document(s) to	

I am currently working /studying in \_\_\_\_\_

*(Name and address of the organization)*

And my address is \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
**Applicant's Signature**

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

**For Office Use**

**Dues Status**  
 \_\_\_\_\_  
**Accounts, BPDC**

**Visa Status**  
 \_\_\_\_\_  
**Administration, BPDC**

**Approved / Not approved**  
 \_\_\_\_\_  
**Registrar, BPDC**

<p><b>(Details of dispatch)</b>                  Dispatched by: _____                  Dispatched on: _____                  Signature : _____</p>	<p>Received by (Name): _____                  Signature with date: _____</p>
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## Procedure: ISSUE OF DUPLICATE TRANSCRIPTS (For Graduated Students)

1. Application in the prescribed form shall be submitted to the Registrar 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.

<b>Bank details</b>	
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 the duplicate transcript is required in a sealed envelope, one has to either deposit the envelop charges or send the envelopes with the addresses at which the duplicate transcript needs to be dispatched.
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 s/he cannot make/send the request', should be made and directly sent to The Registrar, 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. Duplicate 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.

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

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

THE REGISTRAR  
BITS PILANI, DUBAI CAMPUS  
POST BOX NO.: 345055  
Dubai International Academic City, Dubai, UAE  
e-mail: office.registrar@dubai.bits-pilani.ac.in  
Phone: +971 4 2753744 Fax : +9714 4200844