

Birla Institute of Technology & Science, Pilani, Dubai Campus

APPLICATION FOR KHDA ATTESTATION

To
The Deputy Registrar,
BITS Pilani, Dubai Campus

For office use

Date:
Requisition No:
Payment Verified: Yes / No

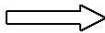
Sir,
I would like to get my Original Degree certificate / Final Transcript attested by Knowledge & Human Development Authority (KHDA), Govt. of Dubai, U.A.E.

<input type="checkbox"/>	I have enclosed my Passport copy with visa page
<input type="checkbox"/>	I have enclosed my Emirates Id copy
<input type="checkbox"/>	I have enclosed my Final Transcript copy
<input type="checkbox"/>	I have paid the KHDA Attestation fees of AED- 220/- (Fee receipt enclosed)
<input type="checkbox"/>	I have filled and signed the KHDA Application for Certification document. (find below)

My particulars are:

ID No.: _____ Name: _____

E-mail: _____ Mobile No.: _____

<input type="checkbox"/>	I will collect the document personally	
<input type="checkbox"/>	Please mail the document to / Hand over to the authorized person	

I am currently working / studying in _____

And my address is _____

Date: _____

Student's Signature

Approved / Not approved

Deputy Registrar, 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 of Dispatcher: _____	Received by (Name): _____ Signature with date: _____
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Procedure: Testimonial Request

- Application in the prescribed form shall be submitted to the Deputy Registrar's Office with all your details like name, ID No., Address of communication and the number of duplicate transcripts required.
- The requisite charges shall be paid:
 - 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

- By Cash (to the Cashier, BITS Pilani, Dubai Campus)

Do not send any cash with your application.

- If a duplicate transcript is required in a sealed envelope, one has to send the envelope with 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.
- 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 email (enclosing duly filled in prescribed scanned application form) or post or courier.
- Avoid authorizing 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.

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 In-charge, Grading 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.
- The authorization letter should contain the Name, ID.No., Address of the authorized person and your signature should be in original.
- 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 (up to 500 grams) are as follows:		
India/ Kuwait/ Bahrain/ Qatar/ Oman AED 50/-	UAE AED 20/-	KSA AED 80/-
	UK AED 75/-	USA/ Canada AED 95/-
		Singapore AED 85/- Malaysia AED 100/-
		France AED 150/ Germany AED 90/-

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

THE DEPUTY REGISTRAR
BITS PILANI, DUBAI CAMPUS
POST BOX NO.: 345055
Dubai International Academic City, Dubai, UAE
e-mail : djshariff@dubai.bits-pilani.ac.in
Phone: +971 4 2753786 Fax : +9714 4200555

[Visit Dubai Campus Website for download Application Forms](#)

Application for Certification

Details of Academic Institution			
Name of Academic Institution	BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE (BITS) PILANI, DUBAI CAMPUS		
Details of Academic President			
Name as appears on passport	Prof. RANENDRA NARAYAN SAHA		
Phone number	04-4200700 / 04-4200833	Mobile number	055-5080115
Fax number	04-4200844	Email address	rnsaha@dubai.bits-pilani.ac.in
List of Requirements			
✓			
Phase I- student registration			
The following documents are required from the Academic Institution in order to submit an application to certify Academic Qualifications			
Phase I documents should be submitted to the KHDA at least 2 months before the student is awarded the Academic Qualification.			
1	In the case of a branch Academic Institution, a letter from the Home Academic Institution or confirmation of the uploaded information verifying all graduating students that are eligible for certification. This confirmation should be signed by the registrar or legal representative of the home Academic Institution. Please note that in the case of a legal representative, further documentation must be submitted to KHDA to verify that he/she has the legal capacity to sign this document. This confirmation should verify the following that the information in the KHDA student database management system is accurate.		
2	In the case of a private Academic Institution, a letter from the registrar verifying all graduating students that are eligible for certification. This letter should verify the following: a. Name of the student and their student ID number b. Name of the KHDA approved programme or qualification		
3	Submission of student data by the Academic Institution. This information should be submitted for all students that are enrolled in the final year of study of a KHDA approved programme. A unique template will be made available to each Academic Institution. Please contact the RCC for further information.		
Phase II- KHDA Certification			
Phase II documents should be submitted at least 1 month before the student is awarded the Academic Qualification.			
4	Student documentation submission form verifying all students who have submitted documentation for KHDA certification. Template provided		
5	Individual student folders containing the following documents: a. Student documentation submission form- Template provided b. Original degree certificate or Transcript that will be awarded to the student c. Passport copy of the student d. Any other supporting documents		
6	Payment of the Certification fee. Please refer to schedule I of the Executive Council Resolution Number 21 of 2011 Concerning Higher Education Institutions Based in the Free Zones of the Emirate of Dubai		

Remarks:

- KHDA will not certify any documentation unless all required documents
- For verification purposes, KHDA will not certify any documentation submitted by individual students.
- KHDA reserves the right to ask for attestation by UAE Embassy or other Embassies, as may be necessary.
- KHDA reserves the right to call for any extra documents as required.
- All legal documents must be either in Arabic or English. Documents in any other languages must be accompanied by a certified English or Arabic translation.
- If applicable, the Academic Institution must successfully obtain all required approvals from other Government bodies, in line with the rules and regulations of Dubai and the United Arab Emirates. Failure to do so will render any KHDA approval null and void.

Requirement 4- Student documentation submission form

Name of Higher Education Institution:						For official use only		
Serial	Student Name	Student ID number	Passport number	Name of the academic award	Type of Document submitted (Certificate or Letter)	All required documents have been submitted.	Checked by	Any comments?

Requirement 5a- Student documentation submission form

The following checklist is required to be completed by all HEP's for each individual student who wish to have their Certificates attested

Name of Higher Education Provider	BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE (BITS) PILANI, DUBAI CAMPUS		Name of Student	
Student ID number		Name of Graduating Program		
If you are employed, who is your current employer?		What is your current position?		
If you are in further education, please provide details of your studies.				
Please complete the following information for each document submitted.				
Document	Qty.	Original / True Copy	Needs Stamping? (Y/N)	Where do you need the Stamp? (Front OR Back)
Academic Qualification Certified				
Transcript				
Replacement Document				
Letter from HEP				
Other Document				
Undertaking	By signing below, I hereby authorize the release of documents to KHDA from my institution on my behalf for the purposes of attestation			
Print name	Signature of Student			

Checklist requirements:		Submitted	For official use only
The following documentation is required to be submitted to the KHDA to attest student documents and certificates.			
1.0	Student Passport Copy		
1.1	Original transcripts		
2.0	Original Certificate or letter		

Notes:

- KHDA reserves the right to call for any extra documents as required.
- KHDA reserves the right to call for original passports for verification purposes.