

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

## APPLICATION FOR ISSUE OF MIGRATION CERTIFICATE

To  
The Registrar,  
BITS Pilani, Dubai Campus

<b>For office use</b> Date: ..... Requisition No: ..... Payment Verified: Yes / No
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Sir,  
Please issue me the Migration certificate.

- I have received my original Degree Certificate during the Convocation held on \_\_\_\_\_
- I have received my original Degree certificate in absentia on \_\_\_\_\_
- I have withdrawn from institution on \_\_\_\_\_
- I have cleared all the dues [Remarks from the Accounts division] .....

My particulars are:

**ID No.:** \_\_\_\_\_ **Name:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_ **Mobile No.:** \_\_\_\_\_

Migration Certificate charges .....  
 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 Migration certificate in a sealed envelope and for this I have enclosed **University / Industry addressed envelope (with ID no. in top left-hand corner).**

<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: \_\_\_\_\_

**Applicant's Signature**

**For Office Use**

<b>Dues Status</b>  _____  <p style="text-align: center;"><b>Accounts, BPDC</b></p>
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<b>Visa Status</b>  _____  <p style="text-align: center;"><b>Administration, BPDC</b></p>
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<b>Approved / Not approved</b>    <p style="text-align: center;"><b>Registrar, BPDC</b></p>
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<b>Details of dispatch</b> Dispatched by: _____ Dispatched on: _____ Signature: _____	Received by (Name): _____  Signature with date: _____
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## Procedure: Issuance of Migration Certificate

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 be deposited in person to the Cashier, BITS Pilani, Dubai Campus)

**Do not send any cash with your application.**

3. If Migration Certificate is required in a sealed envelope, one has to either send envelope with the address on which the it has to be sent mentioned on it else deposit the envelop charges along with the fee for issuance of Migration certificate.
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 Migration certificate, duly signed and dated, giving the reason 'why s/he cannot collect the Migration Certificate in person', 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. Requests for issuance of Migration Certificates 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 Migration Certificate.

<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> AED-20/- for each additional duplicate
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 transcribes.		
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