

BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI, PILANI-CAMPUS**Academic Registration & Counselling Division**

Ref. No.: ARC/T/13/

Dated: July 01, 2015

C I R C U L A R**for Continuing Student**

The following charges shall be applicable for issue of **Academic Records and duplicates** for Continuing Students.

ITEM	Charges for Request from candidates residing		Remarks
	in INDIA (Rs.)	ABROAD (USD \$) (or equivalent in any currency)	
I. Continuing Transcript (Original) <i>Duplicate of Continuing Transcript</i> (Note: If you need duplicate transcripts in separate sealed cover(s), clearly indicate it in your request and you must provide the addressed envelope(s). Don't forget to write your ID.NO. on top left-hand corner of the envelope(s))	200 100	10 05	per copy
II. Duplicate Grade Sheet <i>(Only issued until the issue of final Transcript)</i>	100	05	per copy

Mailing charges for each mailing address are as follows:

(a) By Registered Post (per copy):			
(i) Within India	80	10	upto 3 transcripts
(ii) To foreign countries (by Air)	100	10	upto 2 transcripts
(b) By Speed Post (per copy):			
(i) Within India	100	10	upto 2 transcripts
(ii) To foreign countries	1000	25	upto 3 transcripts

Payment shall be made by a ***Demand Draft*** drawn in favour of BITS on UCO Bank, Vidya Vihar Pilani/ SBBJ, Pilani and others or ***International Money Order*** in favour of BITS, Pilani. ***Outstation Cheques/ Drafts are not accepted.***

IDNO (Roll No.) MUST be given in the request without which it will not be possible to process the request.

Request along with correct payments shall be sent to:

The Dean
Academic Registration & Counselling Division
BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE
PILANI – 333 031, INDIA

DEAN

Requisition for Issue of CONTINUING TRANSCRIPT & DUPLICATES

for Continuing Student

To
The Dean
ARC Division
BITS, PILANI

FOR OFFICE USE

Requisition No.

Payment Verified

Sir,

Please issue me the following (ticked ✓) documents:

ID.NO.: _____ **NAME:** _____

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

I am On-Campus

HOSTEL: _____ **ROOM NO.:** _____

I am in PS-2 at _____

	Copies	Charges (Rs.)	Total charges
Original Continuing Transcript	1	200/-	200.00

Duplicates of Continuing Transcript **100/- per copy** _____

Postal charges: Registered Post/ Speed Post _____

Total amount payable Rs.:

I have paid the above amount

by cash receipt No.: _____ Dated: _____ **or**

by Demand Draft _____

*(Give details like DD No./Issuing Bank/Date/Amount etc.)
(Please mention your ID.NO. and Name on the back of DD)*

I need transcript(s)/forwarding letter(s) in sealed envelope(s) and for this I have enclosed _____ (number) **university addressed envelopes** (with ID.NO. in top left-hand corner).

(**Note:** *The university name on the envelope(s) must be written with ink*)

<input type="checkbox"/> Please mail the document(s) to: _____ <input type="checkbox"/> I shall collect the document(s) personally _____	_____

[Please tick appropriate boxes ✓]

Date: _____

Signature

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

<p><i>For office use (Details of dispatch)</i></p> <p>Dispatched by: <input type="checkbox"/> Speed Post / <input type="checkbox"/> Registered Post</p> <p>Dispatch No.: _____</p> <p>Dispatched date: _____</p> <p>Signature of Dispatcher: _____</p>	<p align="center"><i>Received</i></p> <p align="center">_____ Signature with date</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------