

**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)	
<b>I. Continuing Transcript (Original)</b> <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))	<b>200</b> 100	<b>10</b> 05	per copy
<b>II. Duplicate Grade Sheet</b> <i>(Only issued until the issue of final Transcript)</i>	100	05	per copy

**Mailing charges for each mailing address are as follows:**

(a) <b>By Registered Post</b> (per copy):			
(i) Within India	80	10	upto 3 transcripts
(ii) To foreign countries (by air)	100	10	upto 2 transcripts
(b) <b>By Speed Post</b> (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 Pilani* on *SBI/AXIS/ICICI/UCO/YES Bank, 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 Associate Dean**  
**Academic Registration & Counselling Division**  
**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE**  
**PILANI – 333 031, INDIA**

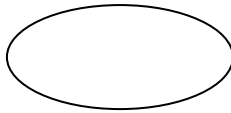
**DEAN**

**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI (PILANI-CAMPUS)**

*Requisition for Issue of **CONTINUING TRANSCRIPT & DUPLICATES***

for **Continuing Student**

To  
**The Associate Dean**  
**ARC Division**  
**BITS, PILANI**

<b>FOR OFFICE USE</b>	
Form No.	
Signature	_____

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-I/II at \_\_\_\_\_

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

*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 \_\_\_\_\_

*(DD No./ Issuing Bank /Date/Amount etc.)*

*(DD in favour of BITS, Pilani and mention your ID.NO. and Name on the back of DD)*

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