

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

Ref. No.: ARC/T/13/

Dated: May 01, 2018

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	10	per copy
	100	05	
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	100	10	per copy
(ii) To foreign countries (by air mail)	200	15	per copy
(b) By Speed Post (per copy):			
(i) Within India	100	10	per copy
(ii) To foreign countries (by air mail)	1800	30	per copy

Payment shall be made by a **Demand Draft (DD)** drawn in favour of BITS, Pilani on Axis/ICICI/SBI/Yes/UCO Bank and others or **International Money Order** in favour of BITS, Pilani. **Outstation Cheques/ Drafts are not accepted.**

ID.NO. (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 (RAJASTHAN) , INDIA

Associate DEAN

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

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

for **Continuing Student**

C

To
The Associate Dean
ARC Division
BITS, PILANI

FOR OFFICE USE	
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 _____

	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.:

***The request for original continuing transcript can only be made after one month of issuance.**

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