

C I R C U L A R

for Graduated student

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

ITEM	Charges for Request from candidates residing		Remarks
	in India (Rs.)	Abroad (US \$) (or equivalent in any currency)	
I. Duplicate Transcript			
(a) For recent graduates when the request is made within ten weeks of graduation	100	10	per copy
(b) All others	500	45	per copy
<i>(Note: If you need duplicate transcripts in separate sealed cover(s), clearly indicate it in your request and you must provide the university addressed envelope(s). Don't forget to write your ID.NO. on top left-hand corner of the envelope(s))</i>			
II. Duplicate Provisional Certificate <i>(Only issued until the award of final Degree)</i>	100	10	per copy

Mailing charges for each mailing address are as follows:

(a) <u>By Registered Post</u> (per copy):			
(i) Within India	80	10	upto 2 transcripts
(ii) To foreign countries (by Air) (Registered Post)	100	10	upto 2 transcripts
(b) <u>By Speed Post</u> (per copy):			
(i) Within India	100	10	upto 2 transcripts
(ii) To foreign countries	1000	25	upto 2 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 **DUPLICATE TRANSCRIPTS**

for **Graduated** student

To
The Dean
ARC Division
BITS, PILANI

FOR OFFICE USE
Requisition No. <input style="width: 100px;" type="text"/>
Payment Verified

Sir,

Please issue me the following (ticked ✓) documents, My particulars are:

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

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

	<u>Copies</u>	<u>Charges</u>	<u>Total charges</u>
<input type="checkbox"/> Duplicate Transcript	<input style="width: 60px;" type="text"/>	_____ per copy	_____

Postal charges (Registered Post/ Speed Post) _____

Total amount payable Rs.:

I have paid the above amount

by cash receipt No.: _____ Dated: _____ **or**
(Give details)

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 duplicate transcript(s) in sealed envelope(s) and for this I have enclosed _____ (number) **university addresses 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 ✓]

I am currently working/studying in _____
(Name and address of organization)

and my address is _____

Date: _____

Signature

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

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