#### **BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI, HYDERABAD CAMPUS**

#### Academic Undergraduate Studies Division

#### Verification of Qualifications

#### Extracts from Circular No.: ARC/T/13

Dated July 01, 2015

The following charges shall be applicable for **Verification of qualifications** and issue of **duplicate Academic Records**.

		s for Request r a Client	
ITEM	in India (Rs.)	Abroad (US \$) (or equivalent in any currency)	Remarks
Verification of qualifications			
a) by Employer/Government agencies/Consulates/Universities	Nil	Nil	per candidate
b) by Private agencies	3000	150	per candidate
Mailing Charges shall be as follows: (a) By Registered Parcel Post (per copy)			
i) Within India	80	10	per copy
ii) To foreign countries (by Air)	100	10	per copy
(b) By Speed Post			
i) Within India	100	10	per copy
ii) To foreign countries (by Air)	1000	50	per copy
(c) By Fax/e-mail	100	10	per Fax / E-mail

#### Notes:

- 1. Telephonic or verbally verification of Qualification is NOT being done by BITS.
- **2.** Payment shall be made by online through online (<u>www.onlinesbi.com</u>  $\rightarrow$  State Bank Collect).
- **3. IDNO.** (or **Roll No.**) or **Year of admission**, **year of graduation**, **degree received** or a copy of the document submitted by the candidate for verification MUST be given without which it will not be possible to process the request.
- 4. Request shall be made in the enclosed proforma. Requests with **incomplete / incorrect information** will not be processed.
- 5. Request along with correct payments shall be sent to:

The Associate Dean ACADEMIC REGISTRATION & COUNSELLING DIVISION BITS PILANI, Hyderabad Campus, Jawahar Nagar, Kapra Manda, Hyderabad – 500078 (Telangana), INDIA

Associate Dean

e-mail: augsd@hyderabad.bits-pilani.ac.in

#### REQUISITION FOR VERIFICATION OR DUPLICATES OF ACADEMIC RECORDS

Г

_			FOR OFFICE US	E
To The Associate Dean		Requisi	tion No.	
AUGS Division BITS Pilani, Hyderabad Campus				
		F	Payment Verifie	b
Sir,				
Please issue me the following (ticke				
ID NO :	NAME :			
		Copies	Charges	Total charges
Verification Letter			per copy	-
Postal charges ( Registered	d Post / 🗆 Speed Post / 🗆 Fax	/ 🗆 Email)		
	Total Am	ount Payabl	e (Rs.):	
Payment Enclosed by				
Requester Details:	(Give details of DD etc.)			
Requester's Name:		Designation		
Name of Requester's Company:				
Address:				
Email				
Client's Details:				
Client's Name:	Des	ignation		
Name of Client Company :				
Address:				
Email			Phone	
Please send the document(s) to :				
□ by Speed Post				
□ by Registered Post				
🗆 by Fax				
□ by e-mail				

Date: \_\_\_\_\_

#### Requester's Signature

\_

**Note:** Request received with incomplete/incorrect information will not be processed.

For office use (Details of dispatch)	Received
Dispatched by:  SP/  RPP/  FAX/ E-mail	
Dispatched on : Dispatch No. :	Signature with date
Signature of Dispatcher:	





### **PROCEDURE FOR ONLINE PAYMENT**

HYDERABAD CAMPUS



Hyderabad Campus



# Online payment required for obtaining the following documents

- Continuing Transcript Original
- Continuing Transcript Duplicate
- Duplicate CG Card
- Duplicate Transcript for Graduated Students
- Background Educational Verification

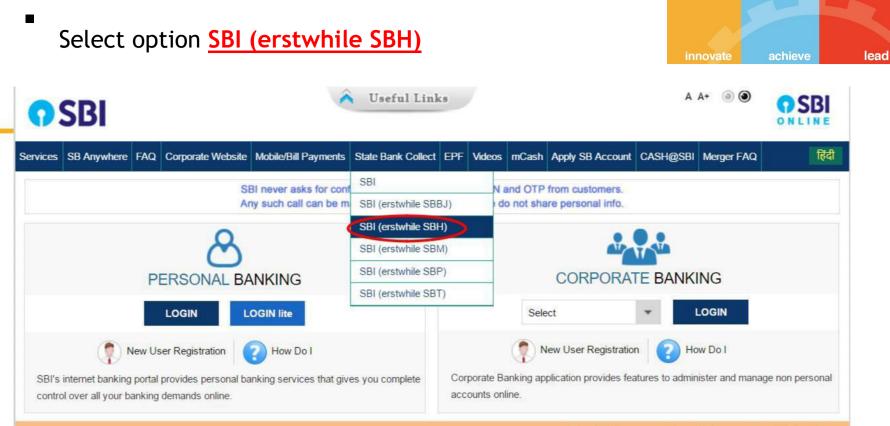


### Step - 1

Visit the following link. <u>www.onlinesbi.com</u>

#### Select 'State Bank Collect'

<b>?</b> SBI	Seful Lin	ks	A A+ 💿 🕥	<b>SBI</b> ONLINE
Services SB Anywhere FAQ Corporate Website	e Mobile/Bill Payments State Bank Collect	EPF Videos mCash Apply SB Account CA	ASH@SBI Merger FAQ	हिंदी
		n such as PIN and OTP from customers. dster. Please do not share personal info.		
PERSONAL B	ANKING	CORPORATE	BANKING	
LOGIN	LOGIN lite	Select	LOGIN	
New User Registration SBI's internet banking portal provides personal to control over all your banking demands online.	How Do I Analysis and the services that gives you complete	New User Registration Corporate Banking application provides feature accounts online.	How Do I es to administer and manag	e non personal
Caded 201	Welcom	Dear BMB customer (erstwhile), to ava	000	Nobile Banking fac
SEELCAR SEL	Kindly note that our Assoc	iate Banks (SBBJ, SBH, SB hila Bank have been merged wit	P, SBM & SBT)	ia de
Total SD Total SDI		ustomers best of our ser SBI committed to Digital		10
© State Bank of India	Site best viewed at 1024	x 768 resolution in I.E 7 or above, Mozilla 3.5 or abo	ove, Google Chrome 3 or at	oove, Safari 5.0 +



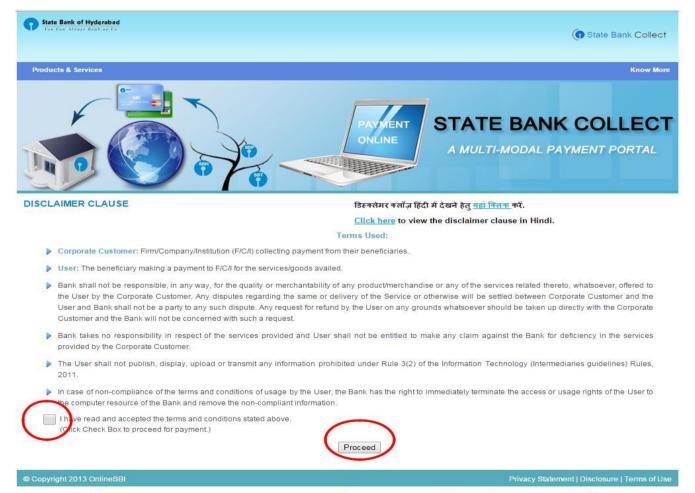
#### Dear BMB customer (erstwhile), to avail world class Internet





### Step - 2

### Click on check box at the bottom and then proceed

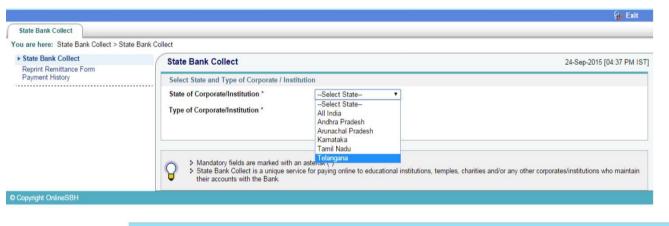




### Step - 3

#### Select State as 'TELANGANA'

Select Corporate as 'EDUCATIONAL INSTITUTIONS'



State Bank Collect			😿 Exit
You are here: State Bank Collect > Stat	te Bank Collect		
State Bank Collect	State Bank Collect		24-Sep-2015 [04:37 PM IS
Reprint Remittance Form Payment History	Select State and Type of Corporate / In		
	State of Corporate/Institution *	Telangana	
	Type of Corporate/Institution *	Educational Institutions	
		Select Type Educational Institutions Others	
	<ul> <li>Mandatory fields are marked wit</li> <li>State Bank Collect is a unique s</li> <li>their accounts with the Bank.</li> </ul>	h an asterisk (*) ervice for paying online to educational institutions, temples, chariti	es and/or any other corporates/institutions who maintain

#### BITS Pilani, Hyderabad Campus

# How to pay online

## Step - 4

# Select 'BITS-PILANI HYDERABAD CAMPUS'

			🤯 Exit
State Bank Collect			
You are here: State Bank Collect > State	Bank Collect		
State Bank Collect     Reprint Remittance Form	State Bank Collect		24-Sep-2015 [04:41 PM IST]
Payment History	Select from Educational Institutions *		
	Educational Institutions Name	Select Educational Institutions	
		Select Educational Institutions BHARAT INSTITUTE OF ENGINEERING ANDTECHNOLOGY BHARAT INSTITUTE OF TECHNOLOGY BHARAT INSTITUTE OF TECHNOLOGY SCIENCE FOR WOMEN BHARAT INSTITUTIONS TRANSPORT	
	Solution State America State A	h an aster BITS-PILANI HYDERABAD CAMPUS CHIEF WARDEN, CENTRAL OFFICE N I TW FEE ACCOUNT NITW	
© Copyright OnlineSBH	3	SECRETARY GNITS	

## Press 'Submit Button'





### Step - 5

## Select particular option

<b>1</b> State Bank Group			
			😜 Exit
State Bank Collect			
ou are here: State Bank Collect > State Bank	nk Collect		
▶ State Bank Collect	State Bank Collect		22-Dec-2016 [12:27 PM
Reprint Remittance Form Payment History		II HYDERABAD CAMPUS IGAR SHAMIRPET MANDAL R R DIST, , HYDERABAD-500078	78
	Provide details of payment		
	Select Payment Category *	Select Category	•
	<ul> <li>Mandatory fields are marked with an</li> <li>The payment structure document if a</li> <li>Date specified(if any) should be in the</li> </ul>	asterisk (*) wailable will co e format of 'dd Duplicate ID Card	
		Duplicate Fee Receipt Migration Certificate	
Copyright OnlineSBH		Continuing Transcript Original	
		Continuing Transcript (Duplicate)	
		Duplicate Transcript Graduated Students	
		Duplicate CG Card	
		Educational Verification Fees	
		Postal Charges	
		II Sem Fees (2016-17)	*

# innovate achieve lead

### Step - 6

are here: State Bank Collect > St	ate Bank Collect				
State Bank Collect	State Bank Collect				
Reprint Remittance Form	State Bank Collect	24-Sep-2015 [04:46 PM IST]			
Payment History	BITS-PILANI HYD	DERABAD CAMPUS			
	JAWAHAR NAGAR	JAWAHAR NAGAR SHAMIRPET MANDAL R R DIST, , HYDERABAD-500078			
	Provide details of payment				
	Select Payment Category *	Continuing Transcript Original			
	ID NO *				
	Name of the student *				
	Gender *				
	Mobile No *				
	e-mail ID *				
	Continuing transcript original *	200 Fixed:Rs.200			
	Postage charges *	-Select Postage charges V			
	Remarks				
	Click here to view payment details document				
	Please enter your Name, Date of Birth & Mol	ile Number. This is required to reprint your e-receipt / remittance(PAP) form, if the need arises.			
	Name *				
	Date of Birth *	1 million and 1			
	Mobile Number *				
	Enter the text as shown in the image *				
		57BDD			
		Submit Reset Back			



# How to pay online Step - 7

- After making the payment, you need to submit the application form along with payment details (hard copy) in AUGS Division (Room No. C312).
- After receiving filled in application form (hard copy) along with amount paid details/envelopes, the AUGSD will initiate the process.
- NOTE : Requests are normally processed within 3 to 5 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.

BITS Pilani, Hyderabad Campus