

REQUISITION FOR ISSUE OF DUPLICATE TRANSCRIPTS & OTHERS

For Graduated Students

To
 The Faculty In - charge
 ARC Division
 BITS, Pilani - K. K. Birla Goa Campus

<i>For office use</i>	D
Requisition No.	<input style="width: 80px; height: 20px;" type="text"/>
Payment Verified	

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: 50px; height: 20px;" type="text"/>	_____ per copy	_____
<input type="checkbox"/> Duplicate Provisional Certificate (Only issued until the award of final degree)	<input style="width: 50px; height: 20px;" type="text"/>	_____ per copy	_____

Postal charges (Registered Parcel Post/ Speed Post) _____

Total Amount Payable:

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/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 style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/> I shall collect the document(s) personally	<input style="width: 95%; height: 20px;" type="text"/>
	<input style="width: 95%; height: 20px;" type="text"/>
	<input style="width: 95%; height: 20px;" type="text"/>

[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/forwarding 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"/> SP / <input type="checkbox"/> RPP</p> <p>Dispatched on: _____</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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BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI – K. K. BIRLA GOA CAMPUS

Academic Registration and Counselling Division

Ref. No.: ARC/T/13/

C I R C U L A R

For Graduated Students

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

ITEM	Charges for Request from		Remarks
	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	50	--	per copy
(b) All others (Note: If you need duplicate transcripts in separate sealed cover(s), clearly indicate it in your request and you must provide the university address(es) or addressed envelope(s). Don't forget to write your ID.NO. on top left-hand corner of the envelope(s))	400	40	per copy
II. Duplicate Provisional Certificate (Only issued until the award of final Degree)	50	5	per copy
III. Forwarding Letter (This includes covering letter for Forwarding Transcripts to Universities, University's form Verification of qualifications etc.) Note: The full address of the University <u>MUST</u> be supplied for forwarding letter or sealed transcripts.	Nil	Nil	per copy

Mailing charges for each mailing address are as follows:

(a) <u>By Registered Parcel Post:</u>			
(i) Within India (up to 500 g) (Registered Parcel)	60	5	Approx 40 sheets
(ii) To foreign countries (by Air) (Registered Letter)	70	5	per copy
(b) <u>By Speed Post:</u>			
(i) Within India (up to 200 g)	80	5	Approx 15 sheets
(ii) To foreign countries (up to 250 g)	750	20	Approx 20 sheets

Payment shall be made by a ***Demand Draft drawn in favour of BITS, Pilani - K. K. Birla Goa Campus***

IDNO (or 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:

Faculty - in - charge

ACADEMIC REGISTRATION & COUNSELLING DIVISION

Birla Institute of Technology & Science, Pilani - K. K. Birla Goa Campus

GOA - 403726, INDIA