

CHECKLIST FOR ENCLOSURES / ATTACHMENTS

Important: Please ensure that you have enclosed the following documents / information without which your application will be considered as incomplete and rejected. **You must also ensure that the enclosures are appended in the same order as given below. The very first enclosure must be your Degree Certificate issued by your University.**

Please Tick (✓) against all those items / documents you have enclosed with this application form.

1. Attested Photocopies of B.E. / B.Tech. / M.Sc. / M.C.A. / A.M.I.E. / M.B.A. / BITS B.S. or equivalent degree certificate issued by your university for your educational qualification and spelling of your name. **This must be your first enclosure, failing which your application will be rejected.**
2. For your date of birth verification attested photocopy of X Pass / Matriculation / Secondary School Leaving Certificate / Marksheet
3. Attested marksheets for all the years / semesters and certificates of all your degree / diploma examinations
4. Experience Certificate(s) towards proof of work experience in current employing organization as well as previous organization(s) wherever applicable.
5. Detailed professional resume of the candidate giving academic & professional achievements including employment details in reverse chronological order.
6. Strong support letter from employing educational institution in case of applicants employed in educational institutions only.
7. Latest brochure giving a detailed profile of the current employing organization.
8. A write-up on your career objectives in applying to this programme.
9. Detailed resume of your proposed Mentor alongwith an attested photocopy of his/her highest degree certificate.
10. Document giving justification duly forwarded by the applicant's employer, wherever the proposed Mentor is not from the same employing organization as that of the applicant.
11. Any other documents like Certificates for short-term course, marriage certificate / Gazette notification for correct name purpose, equivalence certificate if degree diploma is not from University / State Board, etc. Specify _____

12. Fee Payment Details:

Demand Draft for the requisite processing fee. DD No.: _____ Dated _____ for Rs. 1500/- drawn in favour of **BITS, Pilani**.

OR

Copy of ICICI Bank Challan Branch Transaction ID: _____ Dated _____

OR

Copy of Net Banking Payment Receipt Transaction ID: _____ Dated _____

OR

Copy of Credit Card Payment Receipt Transaction ID: _____ Dated _____