

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 _____