

**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**.

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

## REQUISITION FOR VERIFICATION OR DUPLICATES OF ACADEMIC RECORDS

To  
The Associate Dean  
AUGS Division  
BITS Pilani, Hyderabad Campus

<b>FOR OFFICE USE</b>	
Requisition No.	<input style="width: 90%;" type="text"/>
Payment Verified	

Sir,

Please issue me the following (ticked ✓) for:

**ID NO :** \_\_\_\_\_ **NAME :** \_\_\_\_\_

	Copies	Charges	Total charges
<input type="checkbox"/> Verification Letter	<input style="width: 80%;" type="text"/>	_____ per copy	_____

Postal charges ( Registered Post /  Speed Post /  Fax /  Email) \_\_\_\_\_

**Total Amount Payable (Rs.):**

Payment Enclosed by \_\_\_\_\_  
*(Give details of DD etc.)*

**Requester Details:**

Requester's Name: \_\_\_\_\_ Designation \_\_\_\_\_

Name of Requester's Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_

**Client's Details:**

Client's Name: \_\_\_\_\_ Designation \_\_\_\_\_

Name of Client Company : \_\_\_\_\_

Address: \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_

Please send the document(s) to : <input type="checkbox"/> by Speed Post <input type="checkbox"/> by Registered Post <input type="checkbox"/> by Fax <input type="checkbox"/> by e-mail	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table>				

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

**Requester's Signature**

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

<p><b><u>For office use (Details of dispatch)</u></b></p> <p>Dispatched by: <input type="checkbox"/>SP/ <input type="checkbox"/>RPP/ <input type="checkbox"/>FAX/<input type="checkbox"/>E-mail</p> <p>Dispatched on : _____</p> <p>Dispatch No. : _____</p> <p>Signature of Dispatcher: _____</p>	<p style="text-align: center;"><b>Received</b></p> <hr style="border: 0.5px solid black;"/> <p style="text-align: center;">Signature with date</p>
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# PROCEDURE FOR ONLINE PAYMENT

HYDERABAD CAMPUS

**BITS Pilani**  
Hyderabad Campus

# Online payment required for obtaining the following documents

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

# How to pay online

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## Step - 1

- Visit the following link. [www.onlinesbi.com](http://www.onlinesbi.com)
- Select 'State Bank Collect'

The screenshot displays the SBI Online website interface. At the top, the SBI logo is on the left, and 'Useful Links' is in the center. On the right, there are browser controls and the 'SBI ONLINE' logo. Below this is a dark blue navigation bar with various links: 'Services', 'SB Anywhere', 'FAQ', 'Corporate Website', 'Mobile/Bill Payments', 'State Bank Collect' (circled in red), 'EPF', 'Videos', 'mCash', 'Apply SB Account', 'CASH@SBI', 'Merger FAQ', and a 'हिंदी' button. A warning message states: 'SBI never asks for confidential information such as PIN and OTP from customers. Any such call can be made only by a fraudster. Please do not share personal info.' The main content area is divided into 'PERSONAL BANKING' and 'CORPORATE BANKING'. The 'PERSONAL BANKING' section includes 'LOGIN' and 'LOGIN lite' buttons, 'New User Registration', and 'How Do I' links. The 'CORPORATE BANKING' section includes a 'Select' dropdown, 'LOGIN' button, 'New User Registration', and 'How Do I' links. Below this is a banner for 'Welcome to State Bank of India' with a diagram showing the merger of various banks into SBI Online. The banner text reads: 'Welcome to State Bank of India', 'Kindly note that our Associate Banks (SBBJ, SBH, SBP, SBM & SBT) along with Bhartiya Mahila Bank have been merged with State Bank of India w.e.f 01.04.2017', 'We assure all the customers best of our services', and 'Bigger and Stronger SBI committed to Digital India'. The footer contains the copyright notice '© State Bank of India' and browser compatibility information: 'Site best viewed at 1024 x 768 resolution in I.E 7 or above, Mozilla 3.5 or above, Google Chrome 3 or above, Safari 5.0 +'

Select option SBI (erstwhile SBH)



**SBI** Useful Links A A+ [refresh] [stop] **SBI ONLINE**

Services SB Anywhere FAQ Corporate Website Mobile/Bill Payments State Bank Collect EPF Videos mCash Apply SB Account CASH@SBI Merger FAQ हिंदी

SBI never asks for confidential information and OTP from customers. Any such call can be made only after verification. Do not share personal info.

**PERSONAL BANKING**  
LOGIN LOGIN lite  
New User Registration How Do I  
SBI's internet banking portal provides personal banking services that gives you complete control over all your banking demands online.

**CORPORATE BANKING**  
Select LOGIN  
New User Registration How Do I  
Corporate Banking application provides features to administer and manage non personal accounts online.

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

**RETIRING TOMMORROW  
START TODAY**  
Save additional tax upto  
**Rs.15,450/-\*** by registering for NPS  
NPS Registration now available under  
e-Services at [www.onlinesbi.com](http://www.onlinesbi.com)

© State Bank of India Site best viewed at 1024 x 768 resolution in I.E 7 or above, Mozilla 3.5 or above, Google Chrome 3 or above, Safari 5.0 +

# How to pay online

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## Step - 2

Click on check box at the bottom and then proceed

State Bank of Hyderabad  
Tax Can Always Bank on U

State Bank Collect

Products & Services Know More

**STATE BANK COLLECT**  
A MULTI-MODAL PAYMENT PORTAL

**DISCLAIMER CLAUSE**

डिस्क्लेमर क्लॉज़ हिंदी में देखने हेतु [यहाँ क्लिक करें](#).

[Click here](#) to view the disclaimer clause in Hindi.

**Terms Used:**

- ▶ **Corporate Customer:** Firm/Company/Institution (F/C/I) collecting payment from their beneficiaries.
- ▶ **User:** The beneficiary making a payment to F/C/I for the services/goods availed.
- ▶ Bank shall not be responsible, in any way, for the quality or merchantability of any product/merchandise or any of the services related thereto, whatsoever, offered to the User by the Corporate Customer. Any disputes regarding the same or delivery of the Service or otherwise will be settled between Corporate Customer and the User and Bank shall not be a party to any such dispute. Any request for refund by the User on any grounds whatsoever should be taken up directly with the Corporate Customer and the Bank will not be concerned with such a request.
- ▶ Bank takes no responsibility in respect of the services provided and User shall not be entitled to make any claim against the Bank for deficiency in the services provided by the Corporate Customer.
- ▶ The User shall not publish, display, upload or transmit any information prohibited under Rule 3(2) of the Information Technology (Intermediaries guidelines) Rules, 2011.
- ▶ In case of non-compliance of the terms and conditions of usage by the User, the Bank has the right to immediately terminate the access or usage rights of the User to the computer resource of the Bank and remove the non-compliant information.

I have read and accepted the terms and conditions stated above.  
(Click Check Box to proceed for payment.)

Proceed

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## Step - 3

Select State as 'TELANGANA'

Select Corporate as 'EDUCATIONAL INSTITUTIONS'

The screenshot shows the 'State Bank Collect' online payment interface. The page title is 'State Bank Collect' and the breadcrumb is 'You are here: State Bank Collect > State Bank Collect'. The page is dated '24-Sep-2015 [04:37 PM IST]'. The main form area is titled 'State Bank Collect' and contains the following fields:

- Select State and Type of Corporate / Institution**
- State of Corporate/Institution \***: A dropdown menu with the following options: --Select State--, All India, Andhra Pradesh, Arunachal Pradesh, Karnataka, Tamil Nadu, and **Telangana** (highlighted).
- Type of Corporate/Institution \***: A dropdown menu with the following options: --Select State--, --Select Type--, Educational Institutions, and Others.

Below the form, there is a lightbulb icon and the following text:

- Mandatory fields are marked with an asterisk (\*)
- State Bank Collect is a unique service for paying online to educational institutions, temples, charities and/or any other corporates/institutions who maintain their accounts with the Bank.

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The screenshot shows the 'State Bank Collect' online payment interface. The page title is 'State Bank Group' and the breadcrumb is 'You are here: State Bank Collect > State Bank Collect'. The page is dated '24-Sep-2015 [04:37 PM IST]'. The main form area is titled 'State Bank Collect' and contains the following fields:

- Select State and Type of Corporate / Institution**
- State of Corporate/Institution \***: A dropdown menu with the following options: --Select State--, All India, Andhra Pradesh, Arunachal Pradesh, Karnataka, Tamil Nadu, and **Telangana** (selected).
- Type of Corporate/Institution \***: A dropdown menu with the following options: --Select Type--, Educational Institutions, and Others.

Below the form, there is a lightbulb icon and the following text:

- Mandatory fields are marked with an asterisk (\*)
- State Bank Collect is a unique service for paying online to educational institutions, temples, charities and/or any other corporates/institutions who maintain their accounts with the Bank.

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# How to pay online



## Step - 4

- Select '**BITS-PILANI HYDERABAD CAMPUS**'

State Bank Collect

You are here: State Bank Collect > [State Bank Collect](#)

State Bank Collect

Reprint Remittance Form  
Payment History

State Bank Collect 24-Sep-2015 [04:41 PM IST]

Select from Educational Institutions \*

Educational Institutions Name

--Select Educational Institutions--

--Select Educational Institutions--

BHARAT INSTITUTE OF ENGINEERING AND TECHNOLOGY

BHARAT INSTITUTE OF TECHNOLOGY

BHARAT INSTITUTE OF TECHNOLOGY SCIENCE FOR WOMEN

BHARAT INSTITUTIONS TRANSPORT

**BITS-PILANI HYDERABAD CAMPUS**

CHIEF WARDEN, CENTRAL OFFICE N I TW

FEE ACCOUNT NITW

SECRETARY GNITS

⚡ Mandatory fields are marked with an asterisk

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- Press '**Submit Button**'

# How to pay online



## Step - 5

- Select particular option

**State Bank Group**

State Bank Collect

You are here: State Bank Collect > [State Bank Collect](#)

State Bank Collect

Reprint Remittance Form  
Payment History

22-Dec-2016 [12:27 PM IST]

**State Bank Collect**

**BITS-PILANI HYDERABAD CAMPUS**

JAWAHAR NAGAR SHAMIRPET MANDAL R R DIST, , HYDERABAD-500078

Provide details of payment

Select Payment Category \*

--Select Category--

- Select Category--
- Duplicate ID Card
- Duplicate Fee Receipt
- Migration Certificate
- Continuing Transcript Original
- Continuing Transcript (Duplicate)
- Duplicate Transcript Graduated Students
- Duplicate CG Card
- Educational Verification Fees
- Postal Charges
- II Sem Fees (2016-17)

ⓘ Mandatory fields are marked with an asterisk (\*)  
ⓘ The payment structure document if available will co  
ⓘ Date specified(if any) should be in the format of 'dd

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# How to pay online



## Step - 6


Fill the details and submit. You **need Net Banking** for this procedure

State Bank Collect

You are here: State Bank Collect > [State Bank Collect](#)

State Bank Collect  
Reprint Remittance Form  
Payment History

State Bank Collect 24-Sep-2015 [04:46 PM IST]

 **BITS-PILANI HYDERABAD CAMPUS**  
JAWAHAR NAGAR SHAMIRPET MANDAL R R DIST, , HYDERABAD-500078

Provide details of payment

Select Payment Category \*

ID NO \*

Name of the student \*

Gender \*

Mobile No \*

e-mail ID \*

Continuing transcript original \*  Fixed:Rs.200


Postage charges \*

Remarks

[Click here to view payment details document](#)


Please enter your Name, Date of Birth & Mobile Number. This is required to reprint your e-receipt / remittance(PAP) form, if the need arises.

Name \*

Date of Birth \*  

Mobile Number \*

Enter the text as shown in the image \*

 Mandatory fields are marked with an asterisk (\*)  
The payment structure document if available will contain detailed instructions about the online payment process.

# How to pay online



## Step - 7

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- 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.

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