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**.

ITEM	Charges for Request for a Client		Remarks
	in India (Rs.)	**Abroad (US $)** (or equivalent in any currency)	
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** (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

e-mail: augsd@hyderabad.bits-pilani.ac.in ☎ **091-040-66303827 Fax: 091-040-66303998**

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

FOR OFFICE USE
Requisition No.
Payment Verified

To
The Associate Dean
AUGS Division
BITS Pilani, Hyderabad Campus

Sir,

Please issue me the following (ticked ✓) for:

ID NO : _____ **NAME** : _____

	Copies	**Charges**	**Total charges**
☐ Verification Letter		____ **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 :	
☐ 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*)** Dispatched by**: ☐SP/ ☐RPP/ ☐FAX/☐E-mail** Dispatched on **:** _____ Dispatch No. **:** _____ Signature of Dispatcher**:** _____	***Received*** Signature with date

PROCEDURE FOR ONLINE PAYMENT

HYDERABAD CAMPUS

BITS Pilani
Hyderabad Campus

Online payment required for obtaining the following documents

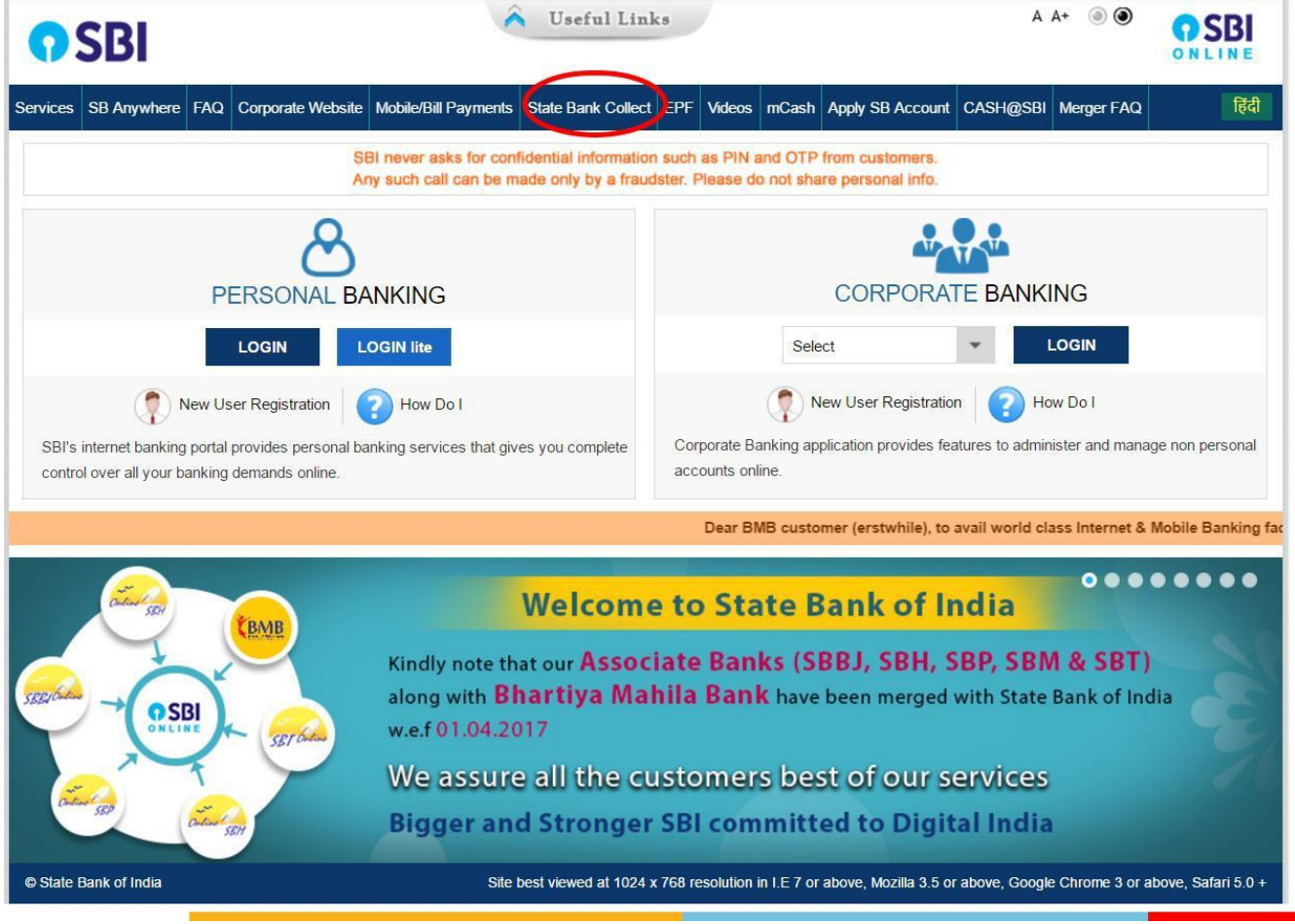
- Continuing Transcript - Original
- Continuing Transcript - Duplicate
- Duplicate CG Card
- Duplicate Transcript for Graduated Students
- Background Educational Verification

How to pay online

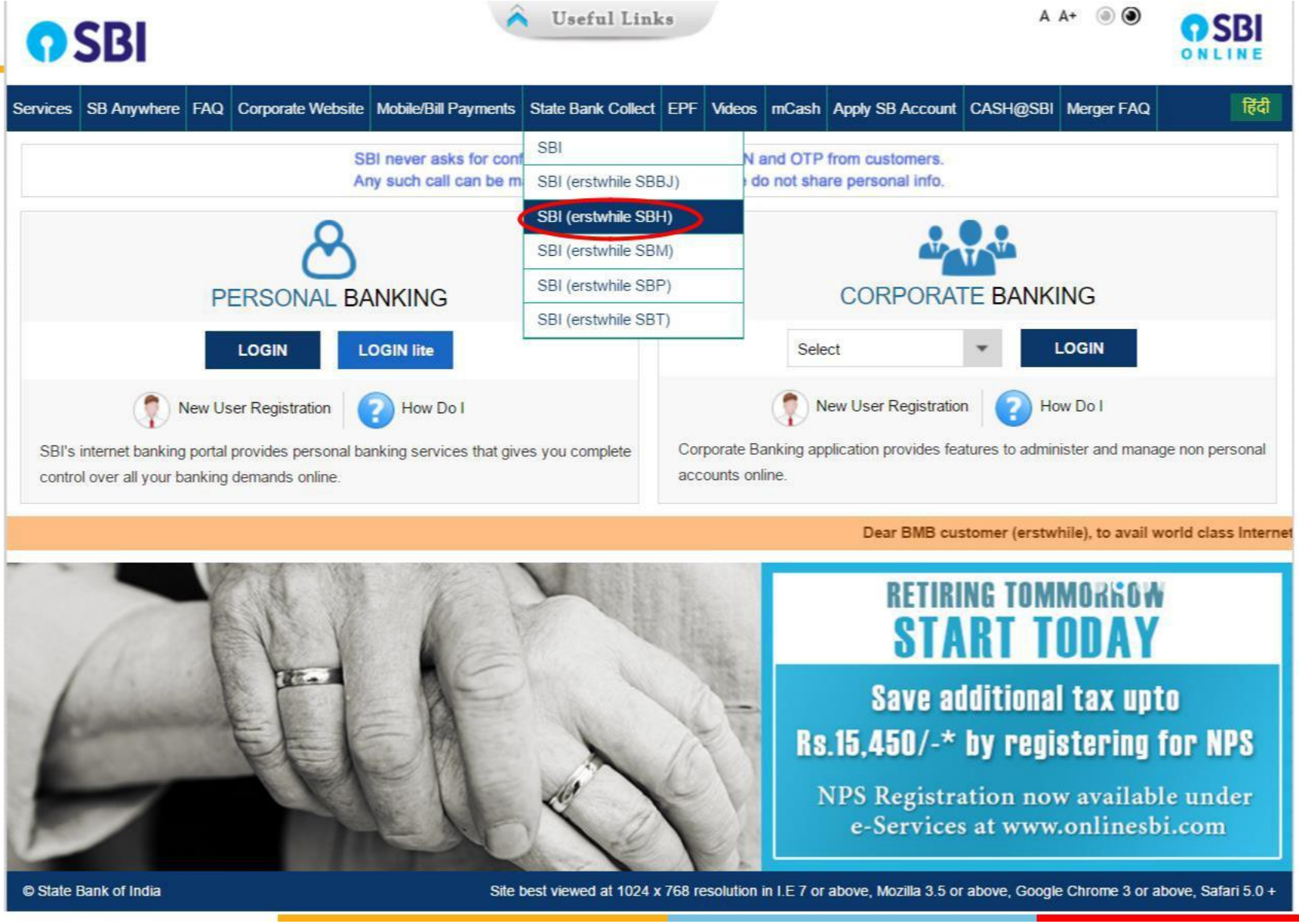
innovate achieve lead

Step - 1

- Visit the following link. www.onlinesbi.com
- Select ‘State Bank Collect’



- Select option **SBI (erstwhile SBH)**

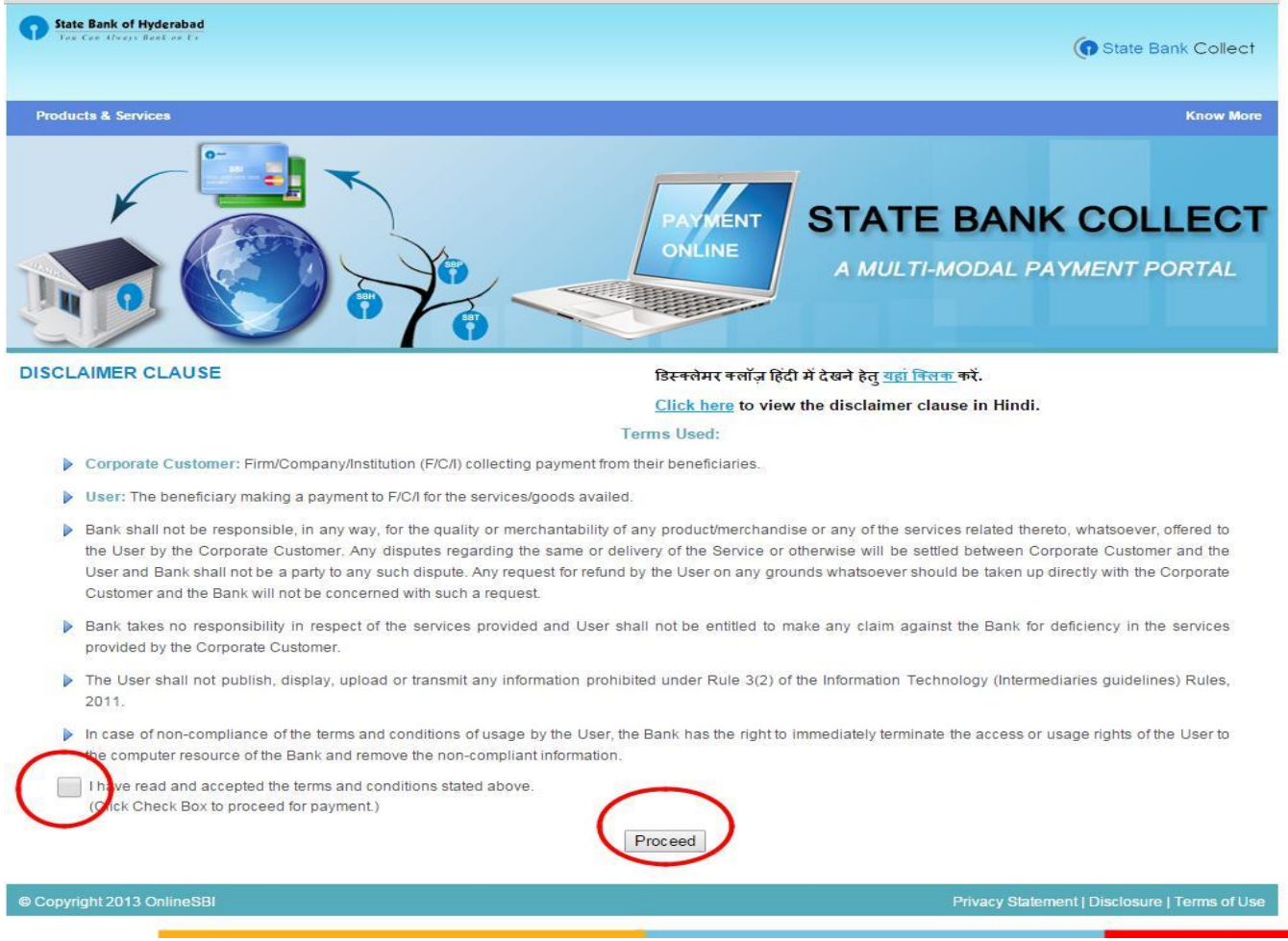


How to pay online

innovate achieve lead

Step - 2

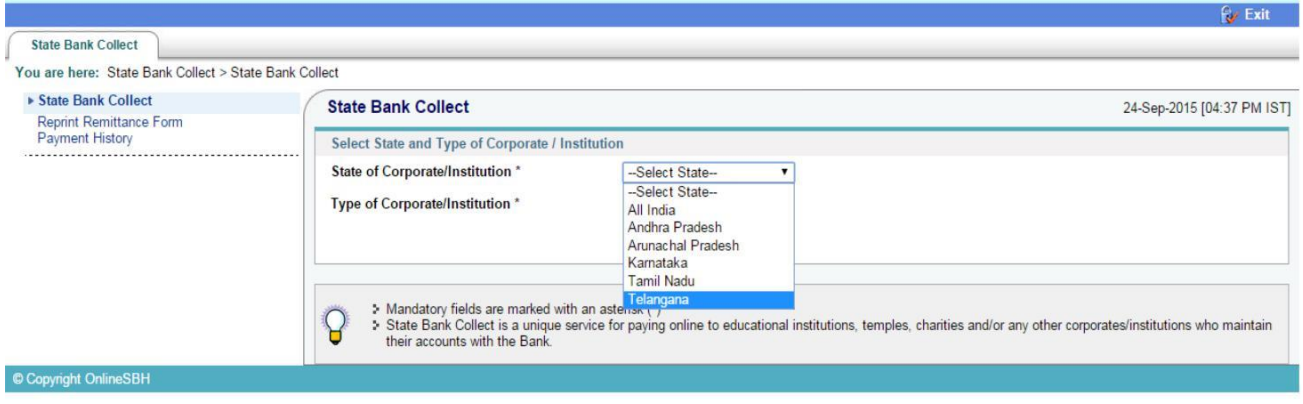
- Click on check box at the bottom and then proceed

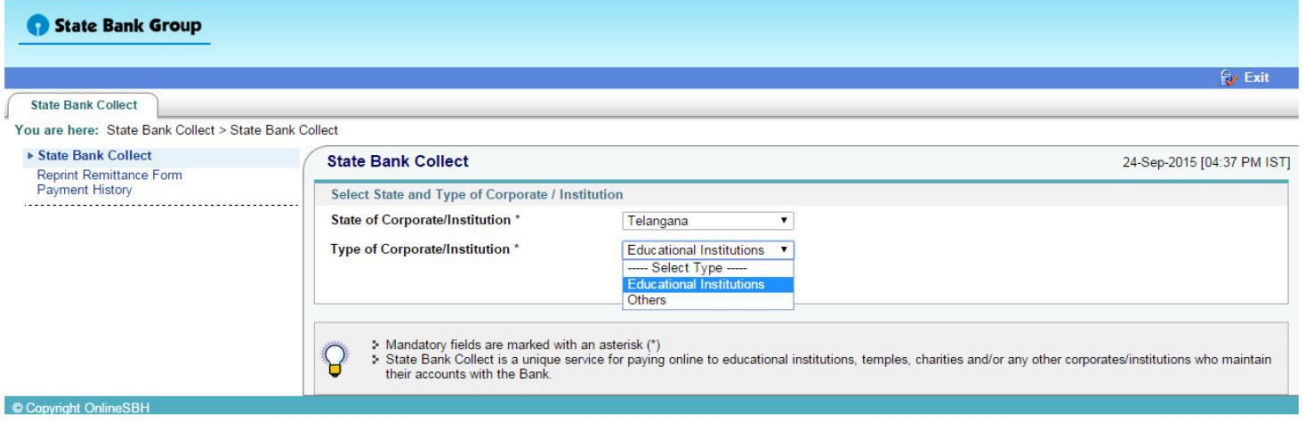


How to pay online

Step – 3

- Select State as ‘**TELANGANA**’
- Select Corporate as ‘**EDUCATIONAL INSTITUTIONS**’

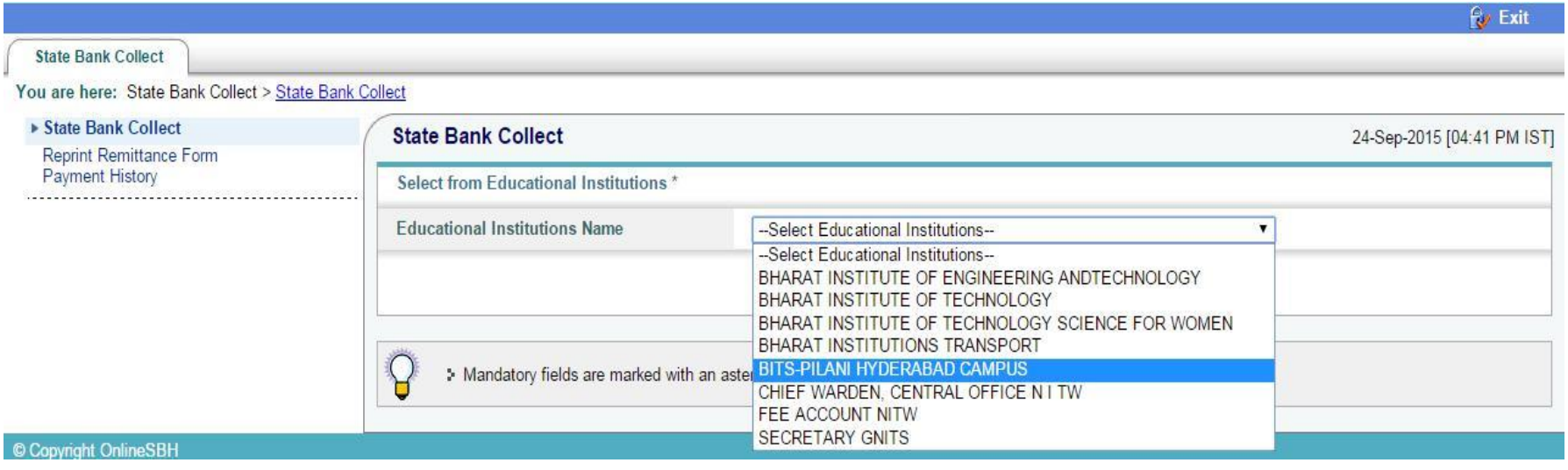




How to pay online

Step - 4

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

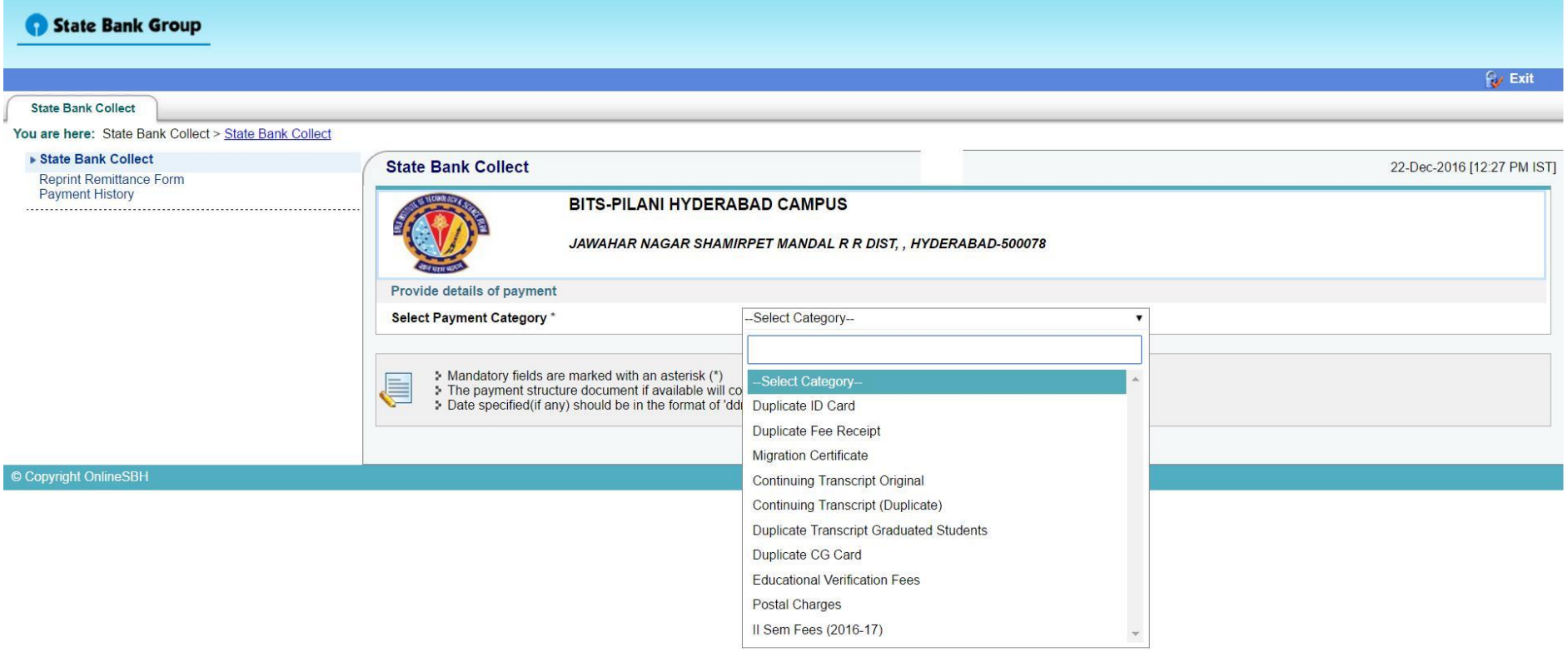


- Press '**Submit Button**'

How to pay online

Step - 5

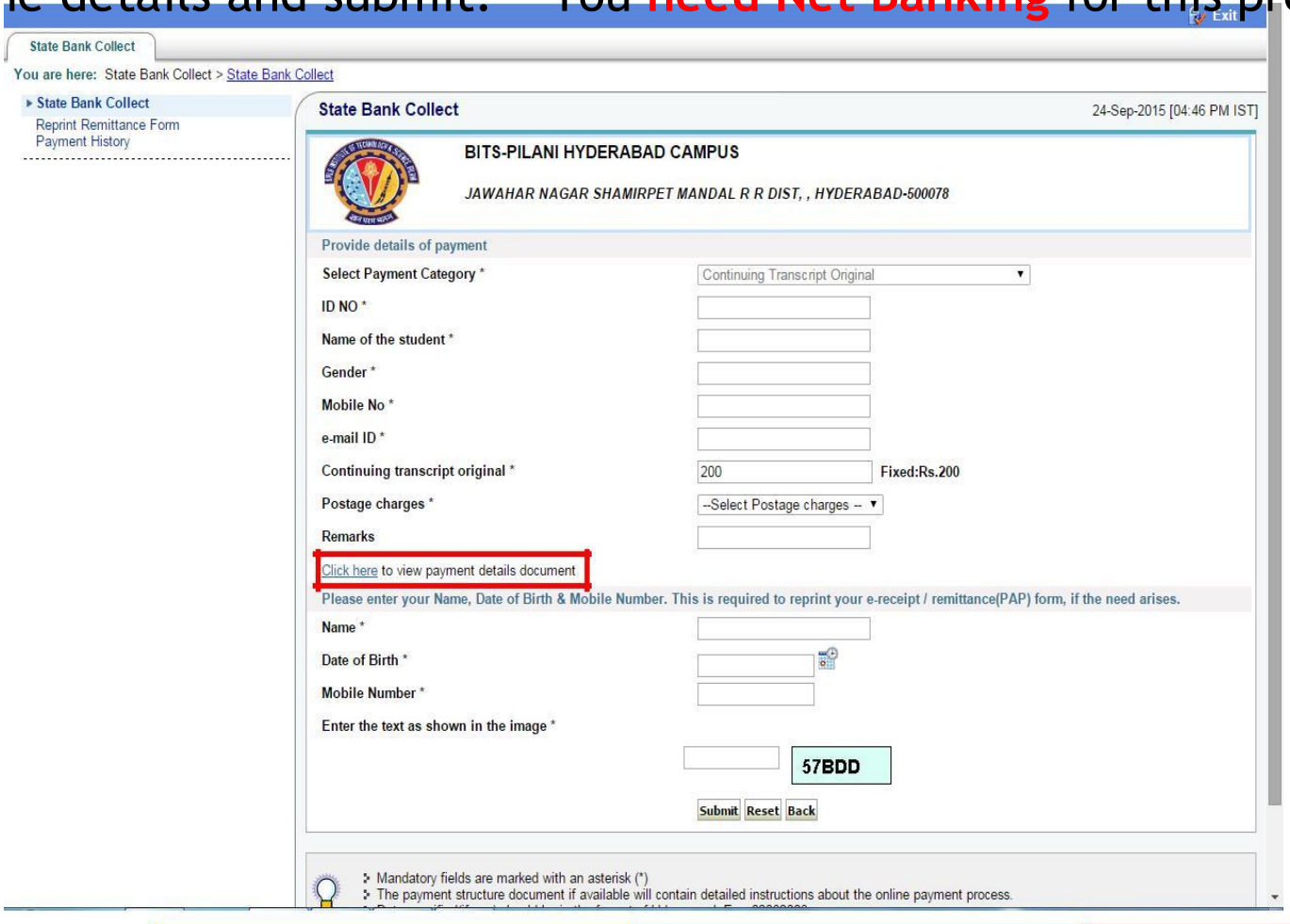
- Select particular option



How to pay online

Step – 6

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



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.