

BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI, DUBAI -CAMPUS**Verification of Qualification**

The following charges shall be applicable for **verification of qualifications**

ITEM	Charges for Request for a Client		Remarks
	In UAE	Abroad	
Verification of qualifications			
(a) by Employer/Government agencies/Consulates/Universities	Nil	Nil	Per
(b) by Private agencies (or equivalent in any currency)	AED 150/-	USD 150/-	Candidate Per Candidate
Mailing Charges Shall be as follows			
a) by Courier(or Equivalent in any Currency) Charges are inclusive of VAT			
The courier charges for sending documents (up to 500 grams) from UPS are as follows:			
KUWAIT / BAHRAIN / OMAN / KSA / INDIA AED 45/-	UAE AED 45/-	USA/ Canada AED 70/-	UK AED 60/-
		Singapore / Malaysia AED 85/-	France / Germany AED 60/-
The courier charges for sending documents (up to 500 grams) from FEDEX are as follows:			
INDIA AED 100/-	USA AED 110/-	Canada AED 130/-	Singapore AED 100/-
		Malaysia AED 130/-	UK / France/ Germany AED 90/-
The courier charges for sending documents (up to 500 grams) from ARAMEX are as follows:			
KSA / KUWAIT / UAE AED 60/-	BAHRAIN AED 50/-	OMAN AED 45/-	
b) by emails (or equivalent in any currency):	AED 10/-	USD 10/-	Per email

Notes:

1. Telephonic or verbal verification of qualification is NOT being done by BITS.

2. The requisite charges shall be paid:

(a) Students can pay the fee online by visiting the URL <https://admission.bits-dubai.ac.ae/fee/>.

(b) By Telex / Bank transfer: Payment can be made directly to the bank account given below through your bank along with collection charges if any. The TT advice / receipt copy received from your bank must bear the Name & ID No. of the student and attach the same with the application.

Bank details	
Account Title	BITS PILANI FZ LLC
Account No.	026-307181-001
IBAN	AE4502 000 000 2630 7181 001
SWIFT Code	BBMEAEAD
Bank	HSBC Bank Middle East Ltd
Branch	Main Branch, Dubai, UAE

(c) By Cash (in person to the Cashier, BITS Pilani, Dubai Campus)

Do not send any cash with your application

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 Registrar

BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, Pilani

P.O.Box No: 345055 DXB

Dubai Campus, Dubai, UAE

E-Mail : office.registrar@dubai.bits-pilani.ac.in

Requisition for VERIFICATION OF ACADEMIC RECORDS

To
The Registrar
BITS Pilani, Dubai Campus,
Dubai, UAE

For office use

Requisition No.

Payment Verified

Sir,
Please issue me the following for (ticked✓):

ID No.: _____ NAME: _____

	Copies	Charges	Total Charges
<input type="checkbox"/> Verification Letter	<input type="text"/>	_____ per copy	_____

Courier Company Name and Charges (☐ Courier / ☐ Email) _____

Total Amount payable AED:

Payment Enclosed by _____
(Give details of DD/TT)

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's Company: _____

Address: _____

Email: _____ Fax: _____ Phone: _____

Please send the document(s) to:

☐ By Courier

☐ By Email

[Please tick appropriate box ☒

Date: _____

Requester's Signature

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

Dues Status

Accounts, BPDC

Visa Status

Administration, BPDC

Approved / Not approved

Registrar, BPDC

For office use (Details of dispatch)

Dispatched by: ☐ Courier ☐ Email

Dispatched on : _____

Dispatch No.: _____

Signature: _____

Received

Signature with date