

Birla Institute of Technology & Science, Pilani, Dubai Campus

APPLICATION FOR ISSUE OF DUPLICATE GRADE CARD (*For On Roll Students*)

To

The Associate Dean ARCD,
BITS Pilani, Dubai Campus

Sir,

Please issue me the Grade card of _____ Semester 20 - 20.

My particulars are:

ID No.: _____ Name: _____

E-mail: _____ Mobile No.: _____

Date: _____

Student's Signature

Approved / Not approved

Associate Dean-ARCD, BPDC

For Office Use (Details of dispatch)

Request No.: _____

Date: _____

Signature: _____

Receiver's Name: _____

Signature with date: _____

Procedure: Duplicate Grade Card (For On Roll Students) Request

1. Application in the prescribed form shall be submitted to the Registrar with your details like name, ID No., Address of communication.
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/> (For tracking of your payment, please mention your ID in the remarks column).
 - (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. If the certificate is required in a sealed envelope, one has to either deposit the envelope charges or send the envelopes with the addresses at which the Certificate needs to be dispatched.
4. Do not authorize another person to apply and/or collect copies of your academic documents. Academic documents are confidential documents and should not go in wrong hands. It is in your own interest to preserve and prevent your academic document from their possible misuse.
5. The requests received are processed on 'First Come First Served' basis. No priority treatment is possible or given to a request made in person. If for some genuine reason, it is not possible to make a request for issuing such certificate by the student himself, an authorization letter for applying and/or collecting the certificate, duly signed and dated, by giving the reason 'why (s)he cannot make/send the request in person', should be made and directly sent to The Registrar, BITS Pilani, Dubai Campus, Dubai International Academic City, Dubai, UAE. If authorization letter is sent by fax, original must also be sent by post.
6. The authorization letter should contain the Name, ID.No., Address of the authorized person and your signature should be in original.
7. Duplicate Grade Card requests are normally processed within 7 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.
However, the urgent request (within 3 business days) can be processed on extra payment of AED 50/- to the addition of total cost of certificates.

The charges for the following certificates						
1	Duplicate Transcripts (Graduated students)				AED- 40/- Copy	
2	Transcripts / Duplicates (for on roll / continuing students)				AED- 40/- (1 st Copy Original) AED- 20/- for each additional duplicate	
3	Duplicate provisional certificate (only issued until the award of final degree)				AED- 20/-	
4	Duplicate Grade sheet				AED- 10/-	
5	Migration Certificate				AED- 40/-	
6	Certificate (Bonafide / Course Completion / CGPA)				AED- 40/-	
7	Printed envelop A4 size				AED- 2/- per envelope	
8	Forwarding Letter (For forwarding the transcripts to the Universities as required by the University through email)				AED- 10/-	
If request is to send by the Courier - Full address of the University MUST be supplied for forwarding letter of sealed transcribes.						
The courier charges inclusive of VAT (up to 500 grams) are as follows:						
Kuwait/ Bahrain/ Oman		UAE	INDIA	UK	USA/ Canada	Malaysia
AED 70/-		AED 25/-	AED 65/-	AED 105/-	AED 135/-	AED 140/-
Germany/Switzerland/Hong Kong/KSA						AED 115/-

MAILING ADDRESS Request along with correct payments should be sent to:

THE REGISTRAR
BITS PILANI, DUBAI CAMPUS
POST BOX NO.: 345055
Dubai International Academic City, Dubai, UAE
e-mail: office.registrar@dubai.bits-pilani.ac.in
Phone: +971 4 2753744 Fax : +9714 4200844