

# 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	
<b>Verification of qualifications</b>			
(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
<b>Mailing Charges Shall be as follows</b>			
<b>a) by Courier(or Equivalent in any Currency) Charges are inclusive of VAT</b>			
The courier charges for sending documents (up to 500 grams) from <b>UPS</b> 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 <b>FEDEX</b> 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 <b>ARAMEX</b> are as follows:			
KSA / KUWAIT / UAE AED 60/-	BAHRAIN AED 50/-	OMAN AED 45/-	
<b>b) by emails</b> (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](mailto: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