

Required list of Documents

Applicants must send scan copies of the following documents along with their filled-in form through email at admissions@bitmesra.ac.in

UG Programs:

1. Receipt of electronic transfer of USD 250 (non-refundable) in favour of "Birla Institute of Technology", towards Application Fee.
2. Pass certificate of Class X / High School Certificate or other document as proof of age.
3. Marksheets of Class X, XI and XII / Equivalent Examinations, indicating clearly that you have obtained requisite minimum average percentage marks/ grades.
4. School Leaving Certificate / College Leaving Certificate and Migration Certificate.
5. Certificate(s) from competent authority [Embassy / consulate of India in the country of your residence] indicating that your parent is an NRI **OR** Passport / Citizenship document of any foreign country as proof of being OCI / SFFS
6. Certificate from the candidate's father / mother's employer stating the nature & duration of employment.
7. **Undertaking from parent that he/she will pay all the fees of the Institute in USD for the entire duration of the course, at the beginning of each semester during registration 1st week of July and 1st week of January every year until completion of the program.**
8. Copy of passport
9. Copy of parent's passport
10. Recommendation letter

PG Programs:

1. Receipt of electronic transfer of USD 250 (non-refundable) in favour of "Birla Institute of Technology", towards Application Fee.
2. Pass certificate of Class X / High School Certificate or other document as proof of age.
3. Marksheets of Class X, XII and Graduation / Postgraduation (as applicable), indicating clearly that you have obtained requisite minimum marks in aggregate in each examination.
4. Certificate of qualifying examination - Graduation / Postgraduation.
5. College Leaving Certificate and Migration Certificate
6. Certificate(s) from competent authority [Embassy / consulate of India in the country of your residence] indicating that your parent is an NRI **OR** Passport / Citizenship document of any foreign country as proof of being OCI / SFFS
7. Certificate from the candidate's father / mother's employer stating the nature & duration of employment
8. **Undertaking from parent that he/she will pay all the fees of the Institute in USD for the entire duration of the course, at the beginning of each semester during registration 1st week of July and 1st week of January every year until completion of the program.**
9. Copy of passport
10. Copy of parent's passport
11. Recommendation Letter
12. Candidates who have appeared /are appearing for the final examinations of their qualifying degree in 2021 can also apply, provided that they have obtained requisite marks, as given in the eligibility criteria, based on latest available grades / marks at the time of applying. They must enclose copies of Marksheets upto pre-final year/semester. They must also enclose photocopies of a certificate from the Principal of Institute stating that:
 - a) the date when he / she has appeared for examination in all subjects required for obtaining their qualifying degree.
 - b) He /she has obtained requisite marks based on latest available grades / marks. Marks to be calculated as in eligibility criteria.

Note [For applicants of both UG (after class XII or equivalent) and PG programs]

13. Candidates who have appeared / appearing for the final examinations of their qualifying degree in 2021 may send their applications in advance, but a copy of their final result must be mailed immediately on publication or latest by 30th June 2021. If a candidate is unable to submit marksheet of qualifying examination by above date, provisional offer of admission may still be granted, provided he/she is otherwise found suitable for a program. **However, in such a case, proof of passing the qualifying examination with requisite marks must then be provided at the time of admission, failing which the provisional admission will be withdrawn / cancelled.**
14. Candidates will also be required to submit a written undertaking that all the certificates / documents submitted by them are authentic and are issued by competent authority and if at any stage during the program found not to be eligible for admission their admission shall be cancelled.
15. **Please do not send any original certificates / documents by post / courier. Bring all above-mentioned original certificates / documents at the time of admission.**