



Birla Institute of Technology, Mesra

Ranchi-835215, Jharkhand, India

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Phone: 0651-2275138 (Extn-4483)

Examination Section

BITM/ES-04: Application Form for Transcript

Date: _____

1. Full Name: _____ 2. Roll No: _____
3. Branch : _____
4. Passing Year: _____ Month: _____ Session: _____
5. No of Transcripts Required: _____ (Examples: 02,04,06,08 etc.)
6. Payment Method : (SBI Collect/ Account Office/ Demand Draft)

Demand Draft/ Receipt/ Reference No:

Issuing Bank/Institute Name:

Date:

7. To whom the transcript should be sent to:

Request-I: For personal collection, please fill in the details below.	Request-II: For sending it to organization/employer etc., Please fill in the details below.
Full Name: _____	Complete Postal Address: _____
Mobile: _____	_____

<i>N.B: The applicant has to produce the original valid Identity Card for collecting the transcript personally.</i>	ZIP Code/PIN No: _____
	Email: _____
	Contact Number: _____

Place:

Date:

Signature of Applicant

The filled in form duly signed by the applicant with the requisite fee and checklist documents will be submitted/sent to:

Examination Section
Birla Institute of Technology Mesra,
Ranchi-835215, Jharkhand, India

Check List for Applicant:

Demand Draft or Payment Slip	₹ 500 per pair for sending it within India or collecting personally.
	₹ 500 per pair for transcript and additional ₹ 2000 for sending it to abroad.

Self-attested Copy of Provisional Certificate

Self-attested copy of Identity

N.B: Write your Name and Roll No at the back side of Demand Draft. Attach the self-attested copy of provisional certificate and Identity. Application without signature is invalid.