



Birla Institute of Technology, Mesra

Ranchi-835215, Jharkhand, India

Email: coe@bitmesra.ac.in

Phone: 0651-2275138 (Extn-4483)

Examination Section

BITM/ES-06: Application Form for Course Completion Certificate

Date: _____

1. Full Name: _____ 2. Roll No: _____
3. Branch : _____
4. Passing Year: _____ Month: _____ Session: _____
5. Payment Method : (SBI Collect/ Account Office/ Demand Draft)

Demand Draft/ Receipt/ Reference No:

Issuing Bank/Institute Name:

Date:

6. To whom the course completion certificate should be sent to:

Request-I: For collecting personally, please fill in the details below.

Full Name: _____

Mobile: _____

N.B: The applicant has to produce the original valid Identity Card for collecting the course completion certificate personally.

Place: _____

Date: _____

Request-II: For sending it to organization/employer etc., Please fill in the details below.

Complete Postal Address: _____

ZIP Code/PIN No: _____

Email: _____

Contact Number: _____

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

Payment Information

₹ 500 for sending it within India or collecting personally.

₹ 500 and additional ₹ 2000 for sending it to abroad.

Important Information's:

- Annex the self-attested photo copies of grade cards of all semesters or provide the self-attested photo copy of complete semester transcript. In case of non-availability of final semester grade card, please provide the self-attested ERP generated proof
- Annex the payment proof
- Annex the proof of requirement (Offer letter/Admission Letter etc)