

List of enclosures required with the duly completed application form

Enclosures required for undergraduate programmes:

Applicants for all undergraduate programmes should attach with their applications:

- (a) Bank Draft or receipt of electronic transfer of USD 250 (non-refundable) in favour of “Birla Institute of Technology”, towards Application Fee
- (b) Two recent clear passport size photographs (same as uploaded on the application form)
- (c) Photocopies of the following documents:
 1. Pass certificate of Class X / High School Certificate or other document as proof of age.
 2. Marksheet of Class X and Marksheet of Class XII / Equivalent Examinations, indicating clearly that you have obtained requisite minimum average percentage marks/ grades
 3. School Leaving Certificate / College Leaving Certificate and Migration Certificate
 4. Certificate(s) from competent authority [Embassy / consulate of India in the country of your residence] and/or Residence Permit of a foreign country indicating that you or your parent is an NRI
Or
Passport / Citizenship document of any foreign country as proof of being PIO / SFFS
 5. Certificate from the candidate's father / mother's employer stating the nature & duration of employment
 6. **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 programme.**
 7. Copy of passport
 8. Copy of parent's passport

Enclosures required for postgraduate programmes:

Applicants for all postgraduate programmes should attach with their applications:

- a) Bank Draft or receipt of electronic transfer of USD 250 (non-refundable) in favour of “Birla Institute of Technology”, towards Application Fee
- b) Two recent clear passport size photographs (same as uploaded on the application form)
- c) Photocopies of the following documents:
 1. Pass certificate of Class X / High School Certificate or other document as proof of age.
 2. Marksheet of Class X, Marksheet of Class XII, Marksheet of Graduation, and Marksheet of Postgraduation (if that is the Qualifying Examination), indicating clearly that you have obtained requisite minimum marks in aggregate in each examination.
 3. Certificate of qualifying examination - Graduation or Postgraduation
 4. College Leaving Certificate and Migration Certificate
 5. Certificate(s) from competent authority [Embassy / consulate of India in the country of your residence] and/or Residence Permit of a foreign country indicating that you or your parent is an NRI
Or
Passport / Citizenship document of any foreign country as proof of being PIO / 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 programme.**
 8. Copy of passport
 9. Copy of parent's passport
 10. Candidates who have appeared /are appearing for the final examinations of their qualifying degree in 2019 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.