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| |  |  |  | | --- | --- | --- | | **bitlogo**  **Examination Section** |  | **Birla Institute of Technology, Mesra**  Ranchi-835215, Jharkhand, India  Email: coe@bitmesra.ac.in  Phone: 0651-2275138 (Extn-4483) | |
| ***BITM/ES-04: Application Form for Transcript*** |

Date:

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

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| Demand Draft/ Receipt/ Reference No:  Issuing Bank/Institute Name:  Date: |

1. To whom the transcript should be sent to:

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| --- | --- |
| **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:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***N.B:*** *The applicant has to produce the original valid Identity Card for collecting the transcript personally.* | Complete Postal Address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP Code/PIN No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- |
| Place: |  |
| Date: | ***Signature of Applicant*** |

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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**

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**Check List for Applicant:**

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|  | 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. |

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|  | 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.*