**BIRLA INSTITUTE OF TECHNOLOGY FORM A**

**MESRA, RANCHI**

APPLICATION FOR

**VERIFICATION OF DEGREE /DIPLOMA CERTIFICATE / EDUCATION**

**Fee Details**

Amount : ………………………………………………..

SB Collect Reference Number:………………………………………….

Date:……………………………………….

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To Date:

The Registrar,

Birla Institute of Technology, Mesra,

Ranchi, PIN- 835215 (Jharkhand)

Sir/Madam,

We need the verification of the following passed out student / existing student of Birla Institute of Technology, Mesra. The details are as follows:

Name of the Candidate: ……………………………………………………………………………

(In BLOCK LETTERS - as per the Certificate)

Gender: ……………………………………………………………………………………………..

Name of the Degree / Diploma: ……….…………………………………………………………..

Roll No. ……….…………………………Year of Passing………………………………………

Mesra Campus / Off-Campus where studied: …………….………………………………………..

Period of study: …………………………………………………………………………………….

CGPA obtained: ……………………………………………………………………………………

Purpose of verification:…………………………………………………………………….............

Name & Location of the agency / company:……………………………………………………...

Email Id of the agency / company: …………………………………Phone No …………………

Any other remarks:…………………………………………………………………………………

Address for Communication where the verification report has to be sent:

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We have enclosed the **required copy of Degree / Diploma certificate and Verification Fee Payment Proof (**except Central Govt. / State Govt. / PSUs) for issuance of verification report as per instructions.

**Signature**

Name, Designation and address of the agency / company

(Including Email address and Phone)

**Note**: Fee has to be paid online using the given link <https://www.onlinesbi.com/sbicollect/icollecthome.htm>

Select **“Students Section Fee”** in **“Payment Category”** option. **The receipt also has to be emailed to** [**studentsection@bitmesra.ac.in**](mailto:studentsection@bitmesra.ac.in)

**NOTE:**

1. This request form should be sent along with a photocopy/scanned copy of the Degree / Diploma Certificate of the candidate.
2. Without receiving verification fee, verification process shall not be carried out.
3. Central Govt. / State Govt. / PSUs etc. are exempt from payment of verification fee.