**BIRLA INSTITUTE OF TECHNOLOGY FORM D**

**MESRA, RANCHI**

APPLICATION FOR OBTAINING

**(1) DUPLICATE DEGREE / DIPLOMA** CERTIFICATE / (2) **DUPLICATE PROVISIONAL** CERTIFICATE / (3) **DUPLICATE TRANSFER & MIGRATION** CERTIFICATE

**Fee Details**

Amount : ………………………………………………..

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

Date:……………………………………………………..

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To Date:

The Registrar / COE

Birla Institute of Technology, Mesra,

Ranchi, PIN- 835215 (Jharkhand)

Sir/Madam,

I am furnishing hereunder the details of my educational qualifications for your kind perusal and request you to kindly issue me the duplicate ……………………………………………………

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

(In BLOCK LETTER - as per the Certificate)

Email Id: …………………………………

Contact / Phone No: ……...………………………………………………………………………

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

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

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

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

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

Medium of Instruction: ……...……………………………………………………………………..

Address for Communication where the above duplicate ……………………………certificate has to be sent / to collect by hand:

……...………………………………………………………………………………………………

I have enclosed the required documents as per instructions mentioned below.

(*Students of off-campuses should send the application through the Director of their respective off campus)*

 **SIGNATURE OF THE CANDIDATE**

**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 (for duplicate transfer / migration and duplication provisional certificates) has to be emailed to** **studentsection@bitmesra.ac.in**

NOTE:

**(1)** **Duplicate Degree certificate / Duplicate Provisional certificate / Duplicate Transfer & Migration certificate** may be issued on request to the **Registrar, BIT Mesra,** if the applicant;

(a)  Provides proof to substantiate loss or theft of the certificate supported by FIR (First Information Report) lodged with the nearest Police Station of the area where she/he lost the certificate

OR

Accidentally damages the certificate which is still recognizable, but cannot be used as a certificate any more, and sends the damaged certificate to the Institute.

(b) Provides an affidavit attested by a Notary on a non-judicial stamp paper of Rs.20/-.

(c) Writes an application addressed to **“Registrar, BIT Mesra”** mentioning the loss of the degree and enclosing the above documents.

(d) Attaches a photocopy of the original degree / provisional degree conferred by BIT Mesra (if available).

(e) Provides the proof of payment for obtaining the document.