



# BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI

## Obtaining Degree in Absentia

To  
The Registrar,  
Birla Institute of Technology  
Mesra,Ranchi -835 215

Date : ..... /...../ .....

Sir,  
I am to state that I have completed the Course of Studies prescribed under the Regulations and have passed the requisite Examination for the Award of Degree in Absentia. The degree may be sent by Registered / Speed Post.

My complete particulars are as given hereunder:

Name (in English, in capitals): .....

(in Hindi) : .....

Institute Roll No. ....Place of Study: Mesra Campus /Extn.Cntr.....(Place).

Complete Mailing Address: | .....

.....

City/Town ..... Dist. & State ..... PIN Code .....

Phone No. (with STD Code)/Mobile No. | ..... Email : .....

**Examination Passed** (Tick whichever is applicable): Ph. D. / M. E. / M.Tech. / M. Pharm. / MBA / MCA / M. Sc /B.E.

/ B.Tech./ B. Pharm. /B.Arch. / BHMC T/ BBA/BCA/IMCA / IMBA / B.Sc. Degree /Diploma

Month & Year of Completion : ..... (see Provisional Certificate)

Branch / Field of Specialization : .....

Signature of the Candidate: .....

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- This Application should be submitted along with Photocopy/scanned copy of the provisional certificate
- You may communicate and send your application by e-mail to : [convocation@bitmesra.ac.in](mailto:convocation@bitmesra.ac.in)
- Degree certificates of candidates will be sent by Registered /Speed Post to the address given above.