**BIRLA INSTITUTE OF TECHNOLOGY FORM B**

**MESRA, RANCHI**

 APPLICATION FOR OBTAINING

(1) BONAFIDE / (2) MEDIUM OF INSTRCUTION / (3) COURSE COMPLETION CERTIFICATE

**Fee Details**

Amount : ………………………………………………..

DD No. & Date :………………………………………….

Name of the Bank :……………………………………….

Branch :…………………………..……………………….

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Date:

The Registrar,

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 …………………………………………………………………

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

(In BLOCK LETTER - as per the Certificate)

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

Name of the Degree : ……….……………………………………………………………………...

Roll No. ……….……………………………………………………………………………………

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

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

Year of Passing: ……………………………………………………………………………………

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

Phone No: ……...…………………………………………………………………………………...

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

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

………………………………………………………………………………………………………

Enclosed documents with the application:

(i) Photostat copy of the Degree/Provisional Pass Certificate (Yes / No)

(ii)Photostat copy of the Transfer Certificate / Migration Certificate issued by the Institution

 (Yes / No / Not Applicable)

 **SIGNATURE OF THE CANDIDATE**

Note: Fee has to be paid in the form of Demand Draft to be drawn in favour of “Birla Institute of Technology, Mesra “payable at Mesra, Ranchi or submission of fee receipt and to be sent to In-charge, Students Section, Birla Institute of Technology, Mesra, Ranchi- 835215.