**BIRLA INSTITUTE OF TECHNOLOGY FORM C**

**MESRA, RANCHI**

APPLICATION FOR OBTAINING

**ATTESTATION** OF CERTIFICATES / GRADE CARDS / DOCUMENTS

ISSUED BY THE INSTITUTE

**Fee Details**

Amount : ………………………………………………..

SB Collect reference number:……………………………

Date:……………………………………………………..\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Date:

The Registrar,

Birla Institute of Technology, Mesra,

Ranchi, PIN- 835215 (Jharkhand)

Sir/Madam,

I wish to get my following grade cards / mark sheets / provisional certificate / degree certificate / documents duly attested by Birla Institute of Technology, Mesra. My particulars are as under:

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: ……………………………………………………………………………………

Purpose of attestation sought: ……...………………………………………………………………

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

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

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

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|  |  |  |
| --- | --- | --- |
| Grade Card / Provisional Certificate / Degree Certificate / any other document  | Number of photocopies for attestation | Amount paid towards number of photocopies |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total no of photocopies -Total amount paid -  |

 **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 has to be emailed to** **studentsection@bitmesra.ac.in**

INSTRUCTIONS:

1. Candidates should bring/courier their Original Documents, required certificate copies & Covers / Envelopes to submit along with the application. Candidates, who want the envelopes to be signed & sealed, may bring or send the covers. Attestation will not be done in the Color copies. The certificates, mark sheets etc. issued by this Institute will only be attested.
2. Requests for collecting the attested copies by a third party must bear the students authorization, i.e. the authorization letter along with Original Documents.
3. If the original certificates are not available, (to be produced by the candidate those residing abroad) they may send two photocopy sets (One set of the certificates to be duly attested by the Notary Public, where the candidate is residing at present.) Those copies could be treated as originals for the verification purpose subject to the condition that it should be clearly mentioned by the Notary Public that he / she has attested the Photostat copies based on Original degree certificate. Another blank set to be attested by the Institute Authority based on the attested copy of the Notary Public. The Photostat copies duly attested by the Notary Public will be retained by the student Section, BIT Mesra.
4. Any request for alternative arrangement will NOT be accepted. The process of the application will be delayed if the information or document furnished is incomplete.
5. Any courier/package regarding this service should be sent to the following address:

**The Registrar**

**Birla Institute of Technology, Mesra**

**Ranchi (Jharkhand) - 835215**