**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/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.

**Note:** Fee (if applicable) 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**