

**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI, GOA-CAMPUS****Academic Undergraduate Studies Division**

Ref. No.: AUGS/T/13/

Dated: May 01, 2018

**C I R C U L A R**for **continuing** student

The following charges shall be applicable for issue of academic records and duplicates for continuing student.

| ITEM   | Charges              |                    | Remarks  |
|--|----------------------|--------------------|----------|
|  | in<br>INDIA<br>(Rs.) | Abroad<br>(USD \$) |          |
| <b>I. Continuing Transcript (Original)</b><br><i>Duplicate of continuing transcript</i><br>(Note: If you need transcripts in separate sealed cover(s), clearly indicate it in your request and you must provide the addressed envelope(s). Don't forget to write your ID.NO. on top left-hand corner of the envelope(s)) | <b>200</b><br>100    | <b>10</b><br>05    | per copy |
| <b>II. Duplicate Grade Sheet/Mark Sheet</b><br>(Only issued until the issue of <i>Final Transcript</i> )   | <b>100</b>           | <b>05</b>          | per copy |

**Mailing charges for each mailing address are as follows:**

|  |     |    |          |
|--|-----|----|----------|
| (a) <b><u>By Registered Post</u></b> (per copy): |     |    |          |
| (i) Within India                                 | 100 | 10 | per copy |
| (b) <b><u>By Speed Post</u></b> (per copy):      |     |    |          |
| (i) Within India                                 | 100 | 10 | per copy |