

**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE ,PILANI- K. K. BIRLA GOA CAMPUS**  
**Academic Registration and Counselling Division**

Ref.No: AUGSD/T/13/

**CIRCULAR**  
**For Graduated Students**

The following charges shall be applicable for issue of duplicates of Academic Records for Graduated Students.

ITEM	Charges for Request from	Remarks
<b>I. Duplicate Transcript</b>		
a) For recent graduates when the request is made within ten weeks of graduation	100	per copy
b) All others (Note: If you need duplicate transcripts in separate sealed cover(s), clearly indicate it in your request and you must provide the university addresse(d) envelope(s). Don't forget to write your ID. No. on top left-hand corner of the envelope(s))	500	per copy
<b>II. Forwarding Letter</b> (This includes covering letter for forwarding Transcripts to Universities, University form Verification of qualifications etc.) Note: The full address of the University <u>MUST</u> be supplied for forwarding letter or sealed transcripts.	Nil	per copy
Mailing charges By Speed Post: (i) Within India (upto 200 g)	100	Approx 15 sheets
DTDC courier charges(WES verification Only-USA,Canada)	3000	

ID NO (or Roll No.) **MUST** be given in the request without which it will not be possible to process the request.

**1. For envelopes the charges would be as follows:**

Envelope Size	Amount
A4 Size	Rs 20/-
Legal Size	Rs 40/-

The envelopes should be requested as per the no. of sealed copies reqd.

For e.g. 4 sealed copies reqd.

4 \* 20(a4 size) = 80

1 \* 40(legal size) = 40

Total Envelope charge = 120/-

Payment of legal size envelope should be mandatorily made, as the same would be used to write your home address and send the sealed copies.