

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

ITEM	Charges for Request from candidates residing		Remarks
	in India (Rs.)	Abroad USD (\$) (or equivalent in any currency)	
<b>I. Duplicate Transcript</b> (a) For recent graduates when the request is made within ten weeks of graduation  (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 addressed envelope(s). Don't forget to write your ID.NO. on top left-hand corner of the envelope(s))	100	10	per copy
	500	45	per copy
<b>II. Duplicate Provisional Certificate</b> (Only issued until the award of final Degree)	100	10	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