



Don Bosco Institute of Technology

[ENGINEERING COLLEGE]

(Approved by AICTE & Affiliated to University of Mumbai)

Information regarding procurement of documents from the Examination department

| SN | E-mail Address | For |
|----|--|--|
| 1 | examdocuments@dbcmumbai.org | Transcripts, Bonafide Certificates and Transference Certificate |
| 2 | dbit.edu.docs@gmail.com | For Educational Verification by Companies and University of Mumbai |

Procedure to apply for Transcript:

1. Visit the DBIT website: www.dbit.in
2. Under the "Examination" tab, click on Download --> Transcript. An application form shall open up.
3. Download the form and fill in complete and correct details.
4. Scan and send the completed form to the examination cell (examdocuments@dbcmumbai.org) along with the scanned **attested copies** of the passing marksheet from semester I to semester VIII, along with a scanned copy of the passing certificate and convocation certificate received from the University of Mumbai. Subject line for the email: Request for Transcript Word File – Name of the applicant - Batch
5. Mention your mobile number (Whatsapp Number preferred) in the email for quick communication.
6. In response to your email, you will receive a word file from the examination cell.
7. Fill it completely and correctly without changing the format of the table and resend it on same email address (examdocuments@dbcmumbai.org). Subject line for the email: Request for Transcript – 04 copies – Name of the applicant - Batch
8. You will receive a message from the examination cell, to collect your documents, once the verification is done.
9. The process might take around ten working days after you send the completed word file (step 7).

Procedure to apply for Bonafide Certificate:

1. Visit the DBIT website: www.dbit.in
2. Under the "Examination" tab, click on Download --> Bonafide certificate. An application form shall open up.
3. Download the form and fill in complete and correct details. Subject line for the email: Request for Bonafide Certificate – Name of the applicant - Batch
4. Scan and send the completed form to the examination cell (examdocuments@dbcmumbai.org) along with the **attested copy** of the passing certificate

Please Note:

- 1) You are required to collect the document in person.
- 2) If not available for some unavoidable reason, you are required to send an authority letter with the person collecting the document on your behalf, mentioning the complete details of the person visiting the examination cell.
- 3) You are also required to send a request e-mail mentioning the name and relation of the person visiting our campus to collect the document.

Fees (w.e.f. May 01, 2021):

1. Per Transcript set: Rs. 500/-
2. Bonafide Certificate: Rs. 25/-
3. Transference Certificate: Rs. 25/-
4. Blank Letterheads: Rs. 25/-per sheet



Examination Cell Timing: Monday to Friday – 10:00 am to 04:00 pm

Documents collection timing: Monday to Saturday – 01:00 pm to 03:00 pm

DBIT Landline number: 022 / 99 688 787 00 (Ask the receptionist to connect to the examination department)

Principal

(Dr. Prasanna Nambiar)