

BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI
<http://www.bits-pilani.ac.in/wilp-admission>
INSTRUCTIONS TO APPLICANTS

Application No . **MSSS** _____

1. ***You must note down your application number and detach this instruction sheet and retain for your own reference.***
2. **Please note down the unique application number assigned to the application form when you downloaded the form from the website. This application number must be mentioned clearly in the space provided on the top right corner of each page of the application form.**
3. The number of your Application Form is unique. In all subsequent correspondence with the Institute until admissions are finalized make sure that you quote the application number. Failure to do this may make it difficult to connect your correspondence with your Application Form and may cause results to your disadvantage. The Institute will not take responsibility for any negligence on your part.
4. Before filling in this Application Form be sure to carefully read programme details from the Institute website.
5. This Application consists of 3 sections namely, (i) Personal Information & Educational Background, (ii) Employer Consent Form, (iii) Mentor Consent Form and a checklist.
6. All entries should be filled in neatly and legibly in Capital Letters.
7. Enter your name as given in your Final or Provisional Degree / Diploma Certificate issued by University / Board of Technical Education. In the records of our Institute only this name will be incorporated. Pass certificates given by college or polytechnic will not be sufficient. If your name in our records is to be different from the name as given in your degree / diploma certificate then you must enclose supporting documents such as marriage certificate copy, gazette notification copy etc. You must enclose **EQUIVALENCE CERTIFICATE** issued by an authority such as Association of Indian Universities (AIU) New Delhi, if degree diploma is not from a University / State Board in India or if obtained from a foreign university / institution, etc.
8. The applicant must ensure that an unattested passport size photograph is duly affixed wherever specified in the application form.
9. Enter your date of birth as given in your matriculation / Secondary School Leaving Certificate or equivalent.
10. Whenever a code letter needs to be entered in a box, specific instructions have been given with the item. However in the case of items with (Y / N), "Y" stands for "Yes" and "N" stands for "No". Enter the appropriate letters (either Y or N) as per instructions given in the specific item.
11. Access to Internet and email would be highly desired in the educational process. You are strongly urged to make efforts to obtain access to Internet and email facilities. When writing your email address in the application form you must be careful about capital / small letters underscore, hyphen, etc..
12. The applicant should take utmost care when filling the Mailing Address and Permanent Home Address.
13. If the applicant is employed, the Employer Consent Form should be duly filled in failing which application will be rejected.
14. *If you are employed in an educational institution, then in addition to getting the Employer Consent Form duly filled in, it is **mandatory** for you to get a strong support letter from the head of your educational institution such as **Vice Chancellor or Registrar of the University** in their letter head referring your name and application number stating that your undergoing this degree is vital to your institution's development as well as for your career advancement and that your institution strongly supports your candidature for the programme applied.*
15. Mentor Consent Form is mandatory for all applicants and the Mentor chosen should have minimum educational qualification of the level of Higher Degree of BITS or its equivalent such as M.E. / M.S. / M.Phil. etc.. However, senior professionals holding a First Degree of BITS or its equivalent such as B.E. / M.Sc. / M.B.A. / M.C.A. / M.B.B.S. etc. and having a minimum of 5-years of relevant work experience, may also be proposed as mentors. Preference will be given to applicants having a suitable Mentor from the same employing organization.

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16. All the certificates (photocopies) and other attachments / enclosures should be submitted together with application. Such attachments should be properly fastened at the end of application form with a tag or by stapling. Mark all such attachments on the checklist provided at the end of application. Make sure that all enclosures are appended in the same order as in the checklist. On the top right hand corner of each of your enclosures, you must write your Application Number. All enclosure documents should be given in only A4 size paper, which means that you must enlarge or reduce your document size appropriately.
17. Please check the demand draft for the requisite application processing fee carefully and ensure that it is correct and complete in all aspects such as date, drawee name, bank manager signature, name and **Branch Code number of the issuing bank** and drawee bank branch, amount in words and figures. **Please ensure that the application number and applicant's name is written clearly on the backside of the demand draft. In the draft you must ensure that payee / pay to NAME is written only as "BITS Pilani" and nothing else.**
18. Incomplete applications will be summarily rejected.
19. **Applications received after the stipulated deadline for submission will be summarily rejected.**
20. **Considering that this degree is a work-integrated learning programme, it is essential that the applicant be engaged in work in the relevant professional areas. The final offer of admission for such programmes would be based on the applicant's educational background, academic achievements, work profile, relevant work experience, profile of the employing organization and proposed mentor's profile.**
21. Since every student admitted to an off-campus degree programme is treated as a full time student and as a full time employee, it is essential that the student be not enrolled for any degree or diploma programme, part time or otherwise, in any other university. If it is found that a student is already admitted / registered in some other university for degree/diploma programme, then his admission / registration will be cancelled.
22. All admission related queries by email should be addressed to **admission@wilp.bits-pilani.ac.in** alongwith the name of the candidate and application number as given on the top of the application form.
23. **The applicant is strongly advised to check the admission status (after the stipulated deadline for submitting filled in forms) from our website <http://www.bits-pilani.ac.in/wilp-admission>. No separate postal communication will be sent.**
24. The offering of this programme is subject to availability of viable number of suitable candidates.
25. **The admission offer letter will be made available only through our website. Therefore, applicant who is offered admission must download the admission offer letter from the BITS website and confirm admission offer acceptance as well as registration alongwith fee payment as per instructions given in the website.**
26. **You are strongly advised to retain a photocopy of the duly filled in application form for your own record. In addition, a photocopy of duly filled in Mentor Consent form should be handed over to the proposed Mentor.**
27. After getting admission if the candidate changes job or Mentor he / she must immediately submit consent from new employer / new mentor as per format specified in the Employer Consent Form / Mentor Consent Form given in this application form and also available in our website.
28. This application is valid only for the semester of admission for which the deadline is specified in the first page of this application form. This form will not be valid for admission in future semesters.
29. Postal address for sending the completed application form:

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