**BIRLA INSTITUTE OF TECHNOLOGY FORM B**

**MESRA, RANCHI**

 APPLICATION FOR OBTAINING

(1) BONAFIDE / (2) MEDIUM OF INSTRCUTION / (3) COURSE COMPLETION CERTIFICATE / (4) CHARACTER CERTIFICATE

**Fee Details**

Amount : ………………………………………………..

Date :………………………………………….

SB Collect Reference Number:……………………………………….

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To Date:

The Registrar,

Birla Institute of Technology, Mesra,

Ranchi, PIN- 835215 (Jharkhand)

Sir/Madam,

I am furnishing hereunder the details of my educational qualifications for your kind perusal and request you to kindly issue me the …………………………………………………………………

Name of the Candidate: ……………………………………………………………………………

(In BLOCK LETTER - as per the Certificate)

Email Id: …………………………………

Contact / Phone No: ……...………………………………………………………………………

Gender: ……………………………………………………………………………………………..

Name of the Degree / Diploma: ……….…………………………………………………………..

Roll No. ……….…………………………Year of Passing………………………………………

Mesra Campus / Off-Campus where studied: …………….………………………………………..

Period of study: …………………………………………………………………………………….

Medium of Instruction: ……...……………………………………………………………………..

Address for Communication where the above certificate has to be sent / to collect by hand:

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I have enclosed the following required documents with the application:

(i) Fee Payment Proof (ii) Photostat copy of the Degree/Diploma Certificate

(iii)Photostat copy of the Transfer Certificate / Migration Certificate issued by the Institution

 (Yes / No / Not Applicable)

 **SIGNATURE OF THE CANDIDATE**

**Note:** Fee has to be paid online using the given link <https://www.onlinesbi.com/sbicollect/icollecthome.htm>

Select **“Students Section Fee”** in **“Payment Category**” option.

**The receipt has to be emailed to studentsection@bitmesra.ac.in**