

## **HOW TO RECEIVE FINAL GRADE CARD, PROVISIONAL CERTIFICATE AND MIGRATION/TRANSFER CERTIFICATE AFTER COURSE COMPLETION**

Provisional Certificates and Migration/Transfer Certificates are generally issued from July-August after the Final Grade Cards are generated by the Examination Department and sent to the Student Section.

1. **For Mesra Campus students:** Students are required to visit Student Section and submit the following:
  - a. Original Duly Signed No Dues Certificate (to be collected from Student Section)
  - b. Original Institute Identity Card

If unable to visit the campus in person, students may authorize someone to complete the process and collect the certificates on their behalf. The student should send an email to [convocation@bitmesra.ac.in](mailto:convocation@bitmesra.ac.in) with the details of the authorized person. The authorized person should carry the following:

- a. No Dues Certificate duly filled and signed by the graduating student
- b. Original Institute Identity Card of the graduating student
- c. Two different government identity proofs (with photocopies) of the authorized person

*Note: The above documents shall be collected from the student only if their Final Grade Card is available at Student Section.*

After collecting Provisional Certificate, students may apply for Migration/TC as per serial number 13 of this link: [https://bitmesra.ac.in/Show\\_Content\\_Section?cid=1&pid=59](https://bitmesra.ac.in/Show_Content_Section?cid=1&pid=59)

2. **For Off Campus students:** Final Grade Cards, Provisional Certificates and Migration/TC will be issued from the respective Off Campus where the student has studied. Students are required to contact their respective Off Campus and follow the prescribed procedure to collect these certificates.

*It is advised to collect the Final Grade Card and Provisional Certificate within 2-3 months of issuance, or before convocation (whichever earlier), as it is a mandatory requirement to receive Degree Certificates and other certificates after course completion.*

**Student Section  
BIT Mesra**