Birla Institute of Technology & Science, Pilani, Dubai Campus

APPLICATION FOR KHDA ATTESTATION

To

The Registrar,

BITS Pilani, Dubai Campus

Sir,

I would like to get my Original Degree certificate / Final Transcript attested by Knowledge & Human Development Authority (KHDA), Govt. of Dubai, U.A.E.

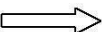|	
☐	I have enclosed my Passport copy with visa page
☐	I have enclosed my Emirates Id copy
☐	I have paid the KHDA Attestation fees of AED- 220/- (Fee receipt enclosed)
☐	I have filled and signed the KHDA Application for Certification document. (find below)

Note: abovementioned documents mandatorily need to be enclosed for KHDA attestation..

My particulars are:

ID No.:_____ **Name:** _____

E-mail: _____ **Mobile No.:** _____

☐   I will collect the document personally

☐   Please mail the document to /
Hand over to the authorized person   ⟹

I am currently working / studying in _____

And my address is _____

_____

Date: _____

Student's Signature

For Office Use

Dues Status	Visa Status	Approved / Not approved
_____	_____	
Accounts, BPDC	**Administration, BPDC**	**Registrar, BPDC**

For Office Use (Details of dispatch)

Dispatched by: _____   Received by (Name): _____

Dispatched on: _____

Signature: _____   Signature with date: _____

Procedure: KHDA Attestation

1. Application in the prescribed form shall be submitted to the Registrar's Office with all your details like name, ID No., Address of communication and the number of duplicate transcripts required.
2. The requisite charges shall be paid:

   (a)   Students can pay the fee online by vising the URL https://admission.bits-dubai.ac.ae/fee/ (For tracking of your payment, please mention your ID in the remarks column).
   (b)   By Telex / Bank transfer: Payment can be made directly to the bank account given below through your bank along with collection charges if any. The TT advice / receipt copy received from your bank must bear the Name & ID No. of the student and attach the same with the application.

Bank details	
Account Title	BITS PILANI FZ LLC
Account No.	026-307181-001
IBAN	AE4502 000 000 2630 7181 001
SWIFT Code	BBMEAEAD
Bank	HSBC Bank Middle East Ltd
Branch	Main Branch, Dubai, UAE

   (b)   By Cash (to be deposited in person to the Cashier, BITS Pilani, Dubai Campus)

   Do not send any cash with your application.

3. If attested Degree is required in a sealed envelope, one has to deposit the envelop charges along with the attestation fee.
4. The requests received are processed on 'First Come First Served' basis. No priority treatment is possible or given to a request made in person. Graduated students can send the request by email (enclosing duly filled in prescribed scanned application form) or post or courier.
5. Avoid authorizing another person to apply and/or collect copies of your academic documents. Academic documents are confidential documents and should not go in wrong hands. It is in your own interest to preserve and prevent your academic document from their possible misuse.

   If for some genuine reason, it is not possible to make a request for attestation by the student himself, an authorization letter for applying and/or collecting the attested degree, duly signed and dated, giving the reason 'why s/he cannot collect the degree in person', should be made and directly sent to The Registrar, BITS Pilani, Dubai Campus, Dubai international Academic City, Dubai, UAE. If authorization letter is sent by fax, original must also be sent by post.
6. The authorization letter should contain the Name, ID.No., Address of the authorized person and your signature should be in original.
7. Attestation requests are normally processed within 15 business days, depending on the queue, after the request is received, verified and found in order. This process may take longer during peaks, which is normally at the beginning and end of each semester and process time depends upon queue of requests.

The charges for the following certificates						
1	Printed envelop A4 size				**AED-2/- per envelope**	
If request is to send by the Courier - Full address of the University MUST be supplied for forwarding letter of sealed transcribes.						
The courier charges inclusive of VAT (up to 500 grams) are as follows:						
Kuwait/ Bahrain/ Oman AED 70/-	**UAE AED 25/-**	**INDIA AED 65/-**	**UK AED 105/-**	**USA/ Canada AED 135/-**	**Malaysia AED 140/-**	**Germany/Switzerland/Hong Kong/KSA AED 115/-**

MAILING ADDRESS *Request along with correct payments should be sent to*:
THE REGISTRAR
BITS PILANI, DUBAI CAMPUS
POST BOX NO.: 345055
Dubai International Academic City, Dubai, UAE e-mail: office.registrar@dubai.bits-pilani.ac.in
Phone: +971 4 2753744   Fax : +9714 4200844

Students List

Name of Higher Education Institution: ………………………………………………..………………..

Submission Date: ………………………..……… **Number of Total Stamps:** ………………….

Serial	Student Name	Name of the academic award	Type of Document submitted (Certificate, Transcript or Letter)	Any comments?

Student submission form

The following checklist is required to be completed by all HEP's for each individual student who wish to have their Certificates attested

Name of Higher Education Institution	
Name of Student	
Student ID number	
Name of the academic award	

Please complete the following information for each document submitted.

Document	Qty.	Original / True Copy
Certificate		
Transcript		
Letter		

Student Undertaking	By signing below, I hereby authorize the release of documents to KHDA from my institution on my behalf for the purposes of attestation
Student name	Signature of Student