

**BHAILALBHA I & BHIKHABHA I INSTITUTE OF TECHNOLOGY, VALLABH VIDYANAGAR**  
**APPLICATION FOR OBTAINING ACADEMIC CERTIFICATES**

DATE: \_\_\_\_\_

ENROLLMENT NO		BRANCH NAME:	GIA/SFI:
STUDENT NAME		SEMESTER:	
DETAIL ADDRESS WITH PINCD			
PURPOSE OF CERTIFICATE:			
MOBILE		Email :	
AMOUNT PAID		RECEIPT NO:	DATE OF RECEIPT:

**TIME: 10.00 A.M. to 1.00 P.M. ( EXCEPT HOLIDAYS)**

SR. NO.	APPLY FOR	APPLICATION FOR	DOCUMENT REQUIRED	FEE S IN RUPEES
(A)		SEALED TRANSCRIPT FOR TEB STUDENTS	NO. OF COPIES: _____	1 & 2 8 ( for online payment only) As per Annexure-I
(B)		SEAL COVER FOR TRANSCRIPT, RECO. LETTER, WES FORM etc.	NO. OF COVERS : _____	
(D)		RECOMMADATION LETTER OF PRINCIPAL	NO. OF COPIES : _____	03,04 NO FEES
(E)		MEDIUM OF INSTRU-(LANGUAGE CERT)	NO. OF COPIES : _____	03,04 NO FEES
(F)		BONAFIED CERTIFICATE	PASSOUT STUDENTS	03,04 NO FEES
			REGULAR STUDENTS	02,05,06,07
(G)		PERCENTAGE CERTIFICATE	PASSOUT STUDENTS	03,04 NO FEES
(H)		CHARACTER CERTIFICATE	PASSOUT STUDENTS	03,04
(J)		BACKLOG CERTIFICATE FOR GTU STUDENTS	PASSOUT STUDENTS	03,04 NO FEES
(K)		NO BACKLOG CETIFICATE FOR GTU STUDENTS	PASSOUT STUDENTS	03,04 NO FEES

**Note : Applicant must tick in given box for particular application and give separate application for separate certificate .**

**(Signature of Student)**

**List of SELF ATTESTED Documents :**

1. All semester Marksheets copy and Diploma Certificate copy, ID Proof (Any)
2. College ID proof copy / any other ID Proof
3. Diploma Certificate and ID Proof (any) copy
4. Student Grade history copy for GTU Students
5. Last exam attend hall ticket copy OR result of last attend exam copy online if available
6. College current semester fee receipt copy.
7. 10<sup>th</sup> Marksheet copy
8. Online fee payment receipt copy

**Certificate Receiver Signature:**

**Date:**

**P.T.O.**

## ANNEXURE-I

### FEE DETAILS FOR TRANSCRIPT AND SEAL COVER

FOR	IN PERSON	DISPATCH IN INDIA	DISPATCH OUTSIDE INDIA
SEALED TRANSCRIPT FEES	Rs. 200 /- for first copy Rs. 50 /- for each additional copy	Rs. 1000 / - for first copy Rs. 50 /- for each additional copy	Rs. 4000 / - for first copy Rs. 50 /- for each additional copy
SEAL COVER FEES	Rs. 50 /- for first copy Rs. 30 /- for each additional copy	Rs. 1000 / - for first copy Rs. 50 /- for each additional copy	Rs. 4000 / - for first copy Rs. 50 /- for each additional copy

**Note: For ONLINE PAYMENT, you will get the required account details from authorised E-mail address [principal@bbait.ac.in](mailto:principal@bbait.ac.in)**

### INSTRUCTION FOR STUDENTS

1	Student has to mention proper postal address with pincode/zip code compulsory
2	Institute will dispatch the documents at address mentioned by the students in his/her application
3	Institute will not be responsible for missing documents due to postal mistake, in such case student has to reapply as fresh application

### PROCEDURE FOR TRANSCRIPT

1	Approve the application at student section.
2	Deposit the fees for the transcript to the cashier, office up stair
3	Submit the application to the student section
4	You will be given transcript after 07 working days of your application.

### PROCEDURE FOR BONAFIED AND OTHER CERTIFICATES

1	Approve the application at student section.
2	Submit the application to the student section
3	<b>You will be given BONAFIED CERTIFICATE after 01 working day of your application and collect it between 10:00 a.m. to 1:00 p.m.</b>
4	<b>You will be given OTHER CERTIFICATES after 03 working days of your application and collect it between 10:00 a.m. to 1:00 p.m.</b>