

ALUMNI CORNER
ALUMNI SERVICES (Examination Department)

Procedure to obtain attested copies of Transcript / Diploma

Transcript / Diploma copies can be sent to the address of alumnus or to educational / immigration authorities in India / abroad. Please follow the steps below:

- i. Send a request email to exams@bimtech.ac.in with:
 - a) Name, Roll Number, Batch of the alumnus with scan copy of any document issued by BIMTECH e.g. Diploma, Mark Sheet, etc.
 - b) Complete Address where the documents are to be sent / couriered.
- ii. In case the above documents are required to be sent to an address in India no courier charges will be payable.
- iii. In case documents are required to be sent abroad charges payable would be Rs. 3000/- per set. Online payment should be made as per particulars given in Table 1. Copy of payment details should be sent immediately thereafter to exams@bimtech.ac.in along with the request mail.
- iv. Processing time: 1 week maximum from the date of receipt of entire information as above.

Table 1 (Payment details should be advised immediately after making payment)	
Name of the Beneficiary	Birla Institute of Management Technology
Address of beneficiary	Plot No. 5, Knowledge Park-2, Institutional Area, Greater Noida, U.P. India
Account Number	604302010004966
Account Type	Saving
Bank Name	Union Bank of India
Branch Name & Address	19, Knowledge Park-2, Institutional Area, Greater Noida, U.P. India
IFSC Code of Bank	UBIN0560430
Swift Code	UBININBBNDL