

**Procedure for Educational Verification on request by a Verification Agency:**

- i. The Verification Agency should send an email to [exams@bimtech.ac.in](mailto:exams@bimtech.ac.in) with Name, Roll Number, Batch and scan copy of any document pertaining to the student issued by BIMTECH eg. Diploma, Mark Sheet, etc.
- ii. Processing fee: Rs.1770/- per verification to be paid by the agency through
  - a) **Demand Draft:** Rs. 1770/- In favour of 'Birla Institute of Management Technology' payable at "Noida / Greater Noida" along with detail as per Table 2. **OR**
  - b) **Online Transfer:** Rs. 1770/- as per Table 1 along with detail as per Table 2.

<b>Table 1 (Payment advice / DD should be sent immediately after payment to us by email / courier)</b>	
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

<b>Table 2 (Verification Form) for confirmation detail from Verification Agency</b> <b><u>(To be e-mailed to "exams@bimtech.ac.in" immediately after NEFT or RTGS done)</u></b>	
1	Verification Agency's Name
2	Address of the Agency
3	GST No. of the Agency
4	Name of the Student
5	Roll No. of the Student
6	Date of Payment
7	DD No. / UTR No.
8	Sender Bank's Name

9	Sender Bank's Address	
10	Sender Bank's IFSC Code	
11	Amount	

iii. Processing time: 48-72 hours from the date of receipt of complete information as above.