

Procedure to obtain a duplicate copy of Diploma / Transcript:

- i. Send a request email to exams@bimtech.ac.in with following details:
 - a) Name, Roll Number, Batch of the alumnus along with scan copy of any document issued by BIMTECH e.g. Diploma, Mark Sheet, etc.
 - b) Complete Address where you want your documents to be sent / couriered.
- ii. Online processing fee of Rs. 1000/- for a duplicate diploma to be paid as per details in table 1. Application should be sent with an affidavit* on Rs. 100/- stamp paper regarding loss of Diploma.

** The affidavit should in standard format and include the following:*

I solemnly affirm that I have lost the Diploma Certificate issued by BIMTECH in my name under Roll No. _____, Programme _____, Batch _____ I have made all sincere efforts to trace the Diploma but could not find the same. I request you to issue a duplicate Diploma.

- iii. In case the above documents are required to be sent to an address in India no courier charges will be payable and only processing fee of Rs. 1000/- will be payable.
- iv. In case documents are required to be sent abroad charges payable would be Rs. 3000/- per set in addition to Rs. 1000/-. 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 email and affidavit on stamp paper should be sent to us by courier.
- v. No fee is required to be paid for duplicate transcript.
- vi. 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