

## **Application Procedure**

1. Read the Admission Bulletin 2012-13 carefully.
2. You can apply online. If you do not have a facility to apply online, download the Application Form from the website link [www.bits-dubai.ac.ae/admission/fd](http://www.bits-dubai.ac.ae/admission/fd). You will have two options: (i) to fill the form on computer (ii) take a printout and fill the form with pen. Application form can also be collected from the Admissions Office.
3. Online Application procedure: (Read instructions given below before proceeding to fill the online form).
  - a. Click on "Online Application" link at [www.bits-dubai.ac.ae/admission/fd](http://www.bits-dubai.ac.ae/admission/fd).
  - b. Enter all the information required carefully and correctly in the online form.
  - c. Ensure the correctness of all entered data before submission. Once you confirm the correctness of the entered information and submit the form, the entered data will be recorded and you will not be able to change it.
  - d. Print two copies of the filled application form.
  - e. Complete the signatures, attach your photograph and the documents required (see section 6 below) to one copy of the printout. Keep the other copy for your reference.
  - f. Submit this set with the application fees to "The Admissions Office, BITS Pilani, Dubai Campus, Dubai International Academic City, P.O. Box 345055, Dubai, United Arab Emirates", in person or by courier to reach before the due date (see sections 7 and 8 below).
4. Instructions to fill the Application form on computer (Requires MS Office 2007)
  - a. Download the form on your computer from [www.bits-dubai.ac.ae/admission/fd](http://www.bits-dubai.ac.ae/admission/fd).
  - b. Enter all the information required carefully and correctly.
  - c. After completing the form, save the file and mail it to [admission@bits-dubai.ac.ae](mailto:admission@bits-dubai.ac.ae) as an attachment.
  - d. Print two copies of the filled form.
  - e. Complete the signatures, attach your photograph and the documents required (see section 6 below) to one copy of the printout. Keep the other copy for your reference.
  - f. Submit this set with the application fees to "The Admissions Office, BITS Pilani, Dubai Campus, Dubai International Academic City, P.O. Box 345055, Dubai, United Arab Emirates", in person or by courier to reach before the due date (see section 7 and 8 below).
5. Instructions to fill the printed form with Pen.
  - a. Take a print of the Application Form from [www.bits-dubai.ac.ae/admission/fd](http://www.bits-dubai.ac.ae/admission/fd) or collect it from the Admissions Office.
  - b. Fill the application form neatly and legibly, preferably with Black or Blue ink.
  - c. Attach the photograph and the documents required (see section 6 below).

- d. Scan the completed form and mail it to [admission@bits-dubai.ac.ae](mailto:admission@bits-dubai.ac.ae).
  - e. Submit this set with the application fees to "The Admissions Office, BITS Pilani, Dubai Campus, Dubai International Academic City, P.O. Box 345055, Dubai, United Arab Emirates", in person or by courier to reach before the due date (see section 7 and 8 below).
6. Documents required to be submitted with the application form:
- a. Copy of marksheet of the Qualifying Examination, such as General Secondary Education Certificate of Ministry of Education, UAE or Senior School Certificate of CBSE, New Delhi, India or its equivalent. If the result is not available, at the time of applying, fax/email this as soon as the mark sheet is available from the board and not later than the date deadlines mentioned in Section 8 below.
  - b. Copy of the 10th Grade Marksheet.
  - c. Passport copy (first 3 pages and last page). Candidates, who do not possess a valid Passport at the time of applying, must enclose a declaration along with the Application, that they will fax the required Passport pages on or before 8 August, 2012.
  - d. Candidates applying under the GCC category must submit the passport copy of the parent residing in the GCC country with valid Residence Visa Stamp.
  - e. TOEFL/IELTS Score Report (For candidates from Non-English Medium Schools only).
  - f. Copy of Score Report/ Rank Report of BITSAT, AIEEE, IIT-JEE, if any. If the score is not available at the time of applying, fax/email this as soon as the result is available.
7. Application Fee to be paid at the time of submission of application form:
- An amount of AED.200/- only (Arab Emirates Dirhams Two hundred only) by Cash/Cheque/Demand Draft, drawn in favour of ETA-Network of Education and Training, payable at Dubai. Candidates from India can pay as above or attach a demand draft for Rs.2500/- drawn in favour of Birla Institute of Technology & Science, Pilani payable on UCO Bank, Pilani (Code: 0150) or SBI-Pilani (Code:11309) or ICICI Bank, Pilani (Code: 1538). Application received without application fee will not be considered.
8. The last date for submitting the Application form is 12<sup>th</sup> June 2012 for GCC Candidates and 8<sup>th</sup> July 2012 for Non-GCC Candidates.
9. For candidates filling the online application, the system will generate a unique application number. You may note down the number for all future references. For those candidates who are not submitting online, a unique Application Number will be allotted and informed to the candidate by the institute on receipt of the Application by email. In all subsequent correspondence with the Institute, the candidate must quote this Application Number.

*Incomplete Application will be rejected.*

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