DUBAI KNOWLEDGE VILLAGE (DKV) GUIDELINES FOR BANK STATEMENT SUBMISSION

1. It is mandatory to submit a bank statement with the closing balance of **AED 30,000/- or equivalent amount** in any other currency.

2. Original bank statement should be on the bank letter head or with seal and authorized signature.

3. Faxed bank statement **must** have the bank seal and authorized signature. Any faxed bank statement without the above is not acceptable.

4. If the fax copy of the bank statement is not clear, it will be rejected; hence submission of the original bank statement is advisable.

5. **Scanned email bank statements are not accepted.**

6. Internet / online bank statements are invalid.

7. Other than current / previous month bank statement, any outdated statement will not be accepted.

8. Passbook copies are not acceptable.

9. If the bank statement belongs to a third person (guardian) other than the parents of the student, a financial responsibility letter has to be provided by that guardian, stating his / her relationship with the student and he / she will be sponsoring the student's 4 years of education at BITS, Pilani – Dubai Campus.

10. If the bank statement belongs to a company of the parents or relative, then the parent or owner of the company should write a letter on the letterhead of the company stating that the company belongs to them and he or she will be sponsoring the student's 4 years of education at BITS, Pilani – Dubai Campus, and attest the sponsorship letter with the company stamp.

11. If you have given any fixed deposit / Mashreq Millionaire certificate / provident fund certificate or any other deposit certificate, please provide a letter from the bank or the concerned authority mentioning the validity period of your submitted certificates.

12. If the student is availing the bank loan, then a certificate from the bank about his/her educational loan should be given as on date, clearly mentioning about the full loan amount, purpose, amount dispensed and the balance amount left.