



BITS Pilani
Dubai Campus

Application Procedure for the Higher Degree Programmes Academic year 2015 - 16

1. Read the Admission Bulletin 2015-16 carefully.
2. You can use any of the following options to fill the Application: (i) Apply Online
(ii) Take a printout and fill the form with pen. Application form can also be collected from the Admissions Office.
 - i) Online Application procedure: (Read instructions given below before proceeding to fill the online form).
 - a. Click on "Online Application" link.
 - 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. On submission you will be allotted a unique reference number and you will be directed to proceed for Application fee payment.
 - e. You have the option of paying the fee online through Debit or Credit Card or paying offline either by Cash or Demand Draft (DD) payable in person or by courier.(Refer section 5 below)
 - f. Upon successful completion of online application fee payment you will be allotted a unique application number and you will be instructed to upload your documents.
 - g. Upload the required documents (jpeg or pdf format) and your submission will be complete.
 - h. In the event you opt for offline application fee payment(Cash or DD), print the filled application form and attach the documents required.(Refer section 4 below)
 - i. 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 (Refer section 5 & 6 below).



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- (ii) Instructions to fill the printed form with Pen.
 - a. Take a print of the Application Form or collect it from the Admissions Office
 - b. Fill the application form neatly and legibly, preferably with Black or Blue ink.
 - c. Sign the form and attach the photograph and the documents required (see section 4 below).
 - d. 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 (Refer section 5 & 6 below).
3. For candidates submitting the application and fee online, the system will generate a unique application number. You may note down the number for all future references. For those candidates who are opting for offline submission or payment, a unique application number will be allotted and informed to the candidate by the institute on receipt of the application and fee. In all subsequent correspondence with the Institute, the candidate must quote this application number.
4. Documents required to be submitted with the application form:
 - a. Copy of 10th class mark sheet / certificate for date of birth .
 - b. Copy of the transcript and degree of Qualifying Examination, such as B.E / B.Tech or its equivalent. If the degree copy is not available, at the time of applying, fax /email this as soon as the same is available. If the transcript is not available, Mark sheets of all semesters / years of the qualifying degree should be submitted.
 - c. Copy of the ID for U.A.E Nationals. For candidates with other nationalities, passport copy (first 3 pages and last page), and U.A.E visa page if holding U.A.E. residence visa. 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 the last date.
 - d. TOEFL/IELTS Score Report (For candidates completing their qualifying degree in Non- English medium).



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- e. A 250 - word statement of purpose describing what you propose to achieve by doing this programme and your ultimate goal.
 - f. Three letters of recommendation in sealed envelopes with at least one letter from an academic source. If your background includes work experience, you may include one reference from one who can comment on your experience. (Format available on website - Filled in letters must be sent in sealed envelope from the recommender or sent by email directly by recommender to admission@dubai.bits-pilani.ac.in)
 - g. A separate enclosure giving the details of awards like Merit Scholarships, gold Medal, N.S.T.S. , N.T.S. etc received by you.
 - h. If you have given preference to M.E. Software Systems, give the details of the courses / projects done by you in the area of computers and software.
5. Application Fee to be paid at the time of submission of application form:
- An amount of AED 210.00 only (Arab Emirates Dirhams Two hundred and ten only) payable online by Debit/ Credit Card or payable offline either by Cash or Demand Draft, drawn in favour of BITS Pilani FZ LLC, payable at Dubai.
- Applicants from India can pay as above or attach a demand draft for Rs. 2800.00 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.
6. The last date for submitting the Application form for I semester is 15th June 2015 and II semester is 15 December 2015
 7. Incomplete application will be rejected.

