



Don Bosco Institute of Technology

[ENGINEERING COLLEGE]

(Approved by AICTE & Affiliated to University of Mumbai)

Ref. No. : DBIT / EXAM /NOTICE / 077 of 2021

October 14, 2021

Information regarding procurement of documents from the Examination department

SN	E-mail Address	For
1	examdocuments@dbclmumbai.org	Transcripts, Bonafide Certificates and Transference Certificate
2	dbit.edu.docs@gmail.com	For Educational Verification by Companies and Mumbai University

Procedure to apply for Transcript:

1. Visit the DBIT website: www.dbit.in
2. Under the "Examination" tab, click on "Services" --> "Transcript Application". A form shall open up. Download the form and fill in complete and correct details.
3. Scan and send the completed form to the examination cell (examdocuments@dbclmumbai.org) along with the scanned **attested copies** of the passing marksheet from semester I to semester VIII, along with a scanned copy of the passing certificate and convocation certificate received from the University of Mumbai. Subject line for the email: Request for Transcript Word File – Name of the applicant - Batch
4. Mention your mobile number (Whatsapp number preferred) in the email for quick communication if required.
5. In response to your email, you will receive a word file from the examination cell.
6. Fill it completely and correctly without changing the format of the table and resend it on the same email address (examdocuments@dbclmumbai.org). Subject line for the email: Request for Transcript – 04 copies – Name of the applicant - Batch.
7. You will receive a message from the examination cell, to collect your documents, once the verification is done.
8. The process might take around a week after you send the completed word file (step 7).

Procedure to apply for Bonafide Certificate:

1. Visit the DBIT website: www.dbit.in
2. Under the "Examination" tab, click on "Services" --> Bonafide Certificate. An application form shall open up. Download the form and fill in complete and correct details. Subject line for the email: Request for Bonafide Certificate – Name of the applicant - Batch
3. Scan and send the completed form to the examination cell (examdocuments@dbclmumbai.org) along with the **attested copy** of the passing certificate.

Please Note:

1. You are required to collect the document in person.
2. If not available for some unavoidable reason, you are required to send an authority letter with the person collecting the document on your behalf, mentioning the complete details of the person visiting the examination cell.
3. You are also required to send a request email mentioning the name and relation of the person visiting our campus to collect the document.

Fees:

1. Per Transcript set: Rs. 500/-
2. Bonafide Certificate: Rs. 50/-
3. Transference Certificate: Rs. 50/-
4. Blank Letterheads: Rs. 25/- per sheet


Controller of Examination

