Document Checklist for Part-Time BICT Programme

1. Checklist of documents to be submitted for admissions application:

S/No	Document	Remarks (JPEG or PDF)
1	CID proof	• Bhutan Citizen: CID (front and back)
2	Certificate and detailed transcript for all education qualifications	• Softcopy of certificates and transcripts • If the grading system or transcript guide is printed on the reverse side of your academic transcript, please provide a softcopy of the back as well
3	Proof of employment	• A current dated employment verification letter with company letterhead from your current employer. It should include your name, CID number, job designation, a brief overview of your job responsibilities and salary. Additionally, the letter must be signed by the HR manager or a senior-ranking official in the company to validate its authenticity
4	Recent passport-sized colour photograph	• Photo should be 400 x 514 pixels (jpeg, < 100kb)

Files should be uploaded in JPEG or PDF format only. Each file must not exceed 4MB and should not be password-protected.

Any documents not uploaded during your online application must be emailed to GCIT CET Academy at ceta.gcit@rub.edu.bt within 7 days of submission. Please include your name and the program applied for in your email.

2. All educational certificates and transcripts must be certified as true copies by the issuing institution. GCIT will inform applicants if they need to bring original documents (certificates and transcripts) along with photocopies for on-site certification at a later stage if required.