



Serampore College

College founded by Carey, Marshman and Ward, 1818,
Incorporated by Royal Charter, 1827, and
Bengal Act of 1918, as modified
upto Government of
West Bengal, 1997

Theology Department

P.O. Serampore, District: Hooghly, West Bengal – 712201

FORM NO. 1

Staple 4
Passport size
Recent
Photographs

Eligible
Candidate
Class – X
Passed

Application for the Admission of DIPLOMA IN BIBLE TRANSLATION

Language in which the course will be taken

(English/ Bengali/ Hindi/ Telugu)

IMPORTANT INSTRUCTIONS:

- Read the Application Form carefully and fill in all the entries clearly and legibly in English only. Incomplete and unclear application will be rejected.
- Attach all documents required as mentioned** (wherever necessary) in the application form.
- The form duly filled in along with all the required documents must be sent to the '**Vice – Principal, Theology Department, Serampore College, P.O. Serampore – 712201, Hooghly District, West Bengal**', and must reach on or before 30th August.
- 1st Installment Fees of **Rs 8300.00** in Demand Draft drawn in favour of **PRINCIPAL, SERAMPORE COLLEGE** payable at Serampore must be sent along with this form.

1. Name of the Applicant in Full (in BLOCK LETTERS as per the Board/Degree Certificate)

2. Date of Birth ____/____/____ (DD/MM/YYYY) 3. Sex _____
(Attach attested copy of the Birth Certificate/Board Certificate as proof)

4. Father's Name _____

5. Mother's Name _____

6. Email ID _____

7. Permanent Address _____

Town/City _____ District _____

State _____ PIN _____

Phone _____ Mobile _____

8. Present Address _____
Town/City _____ District _____
State _____ PIN _____
Phone _____ Mobile _____

9. Nationality _____ 11. Mother Tongue _____

12. Academic Record: List all examinations passed, starting from High School (*attach attested copy of Mark Sheets and Certificates of all Examinations*)

Sl. No	Certificate /Degree	Board/University	Division	Year

13. Name of the Tutor: _____

14. Name of the Organisation where the Tutor is working _____

15. State whether you have any experience in Translation work in the Past: _____

DECLARATION OF THE APPLICANT

I _____ declare that all the information given above are true and correct. I understand that any information which I have furnished above, if proved to be false or incorrect, will automatically terminate my candidature.

Date: _____

Signature of the Applicant

LETTER OF RECOMMENDATION

FORM NO. 2

CHURCH/ ORGANISTAIONAL RECOMMENDATION

APPLICANT'S INFORMATION *(To be filled in by the Applicant)*

Name of the Applicant _____

REFERENCE *(To be filled in by the Referee)*

Name of the Referee _____

Address _____

City/Town _____ District _____

State _____ PIN _____

Phone _____ Mobile _____ Email _____

Name of Church/ Organization _____

Designation _____

1. Is the Applicant Recommended by the Church Leader or Leader of Bible Translating Organisation _____

2. Write in brief the account of the applicant's ministerial experience _____

Date: _____

Signature of the Leader/Referee



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Fees Structure for the course of Diploma in Bible Translation (Dip.BT)

(For the new academic year 2017 onwards)

Schedule A		
<i>Registration related costs (excludes orientation, see further below)</i>		
1	Application form	400.00
2	College registration	600.00
3	Senate registration	600.00
4	Transcript Fee	350.00
Total		1950.00
Schedule B		
<i>1st Year (excludes exam residential see further below)</i>		
1	College administration fee	3000.00
2	Council Fee	100.00
3	Senate marks Fee	250.00
4	Course development fee	1000.00
5	Senate examination (Rs 400 x 5 papers)	2000.00
Total		6350.00
Schedule C		
<i>2nd Year (excludes exam residential see further below)</i>		
1	College administration fee	3000.00
2	Council Fee	100.00
3	Senate marks Fee	250.00
4	Course development fee	1000.00
5	Senate examination (Rs 400 x 5 papers)	2000.00
Total		6350.00
Schedule D		
<i>Course Completion related costs</i>		
3	Graduation fee	200.00
Total		200.00
GRAND TOTAL (A+B+C+D)		14,850.00

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Note:

1. **Rs 8300.00** (*Schedule A & B*) should be paid in the first year during the time of registration. Remaining **Rs 6550.00** (*Schedule C & D*) should be paid in the second year.

2. The above Total costs do not include costs relating to orientation of students, and exam residential:

(i) **For orientation**, students and their approved tutor should meet with the DipBT Administrator, to fill in the forms, to discuss the DipBT regulations, the syllabus structure, the responsibilities of tutors, the exam center. We have TWO options for orientation:

(a) Students may come to Serampore for an orientation seminar at a time announced by DipBT administrator. For this seminar the student/their sponsor must pay the travel cost for the student and **Rs. 1000** to the college for 2 days accommodation and food.

OR

(b) If more than 4 students are being put forward from a particular organization or in a particular region, then the organization may invite Dip.BT Administrator in Serampore College to come to the field to orient the students and tutors.

For field orientations, the host organization is responsible to provide the Dip.BT Administrator with Flight or First/ Second AC return train travel, plus administration charge of Rs 2000, accommodation and food during the visit, and to arrange the students and tutors to be present during the agreed 2 days of field orientation.

(ii) **For exam residential**, the travel costs and accommodation costs involved need to be factored separately to the above fees. The exam residential costs (accommodation, food, administration) are set by the exam centre, not by Serampore, and thus needs to be worked out with the affiliated College principal.

3. If student fail in any of the paper, he/she will have to pay Rs 400 per paper for reappearing in the next year examination.

4. If student could not complete the course within 2 years, he/she will have to pay Rs 2000 per year administrative fee.

5. Fees are subject to revision whenever necessary.

6. Fees should be paid in Cheque/ Demand Draft drawn in favour of '**PRINCIPAL, SERAMPORE COLLEGE**' payable at Serampore. Payment should be made in two installments as specified above.