

## SRM INSTITUTE OF SCIENCE AND TECHNOLOGY

Office of the Controller of Examinations

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### NOTIFICATION ON E-SANAD SERVICES

#### **ABOUT e- SANAD:-**

The e-SANAD is a platform for the Indian and Foreign Nationals to get the Attestation/Apostille on Professional and Personal documents from concerned Document Issuing Authorities (DIA) and Ministry of External Affairs (MEA), Govt. of India.

#### **PROCEDURE TO APPLY FOR ATTESTATION/VERIFICATION OF EDUCATIONAL CREDENTIALS:**


#### **PART –I: REGISTRATION AND PAYMENT IN SRMIST's e-SANAD Portal FOR E-SANAD VERIFICATION/ATTESTATION.**

#### **STEP-1**

- I. Go to URL: <https://evarsity.srmist.edu.in/esanad/> register of SRM IST website
- II. Enter your Register Number, DOB (DDMMYYYY) and Captcha.

## STEP-2

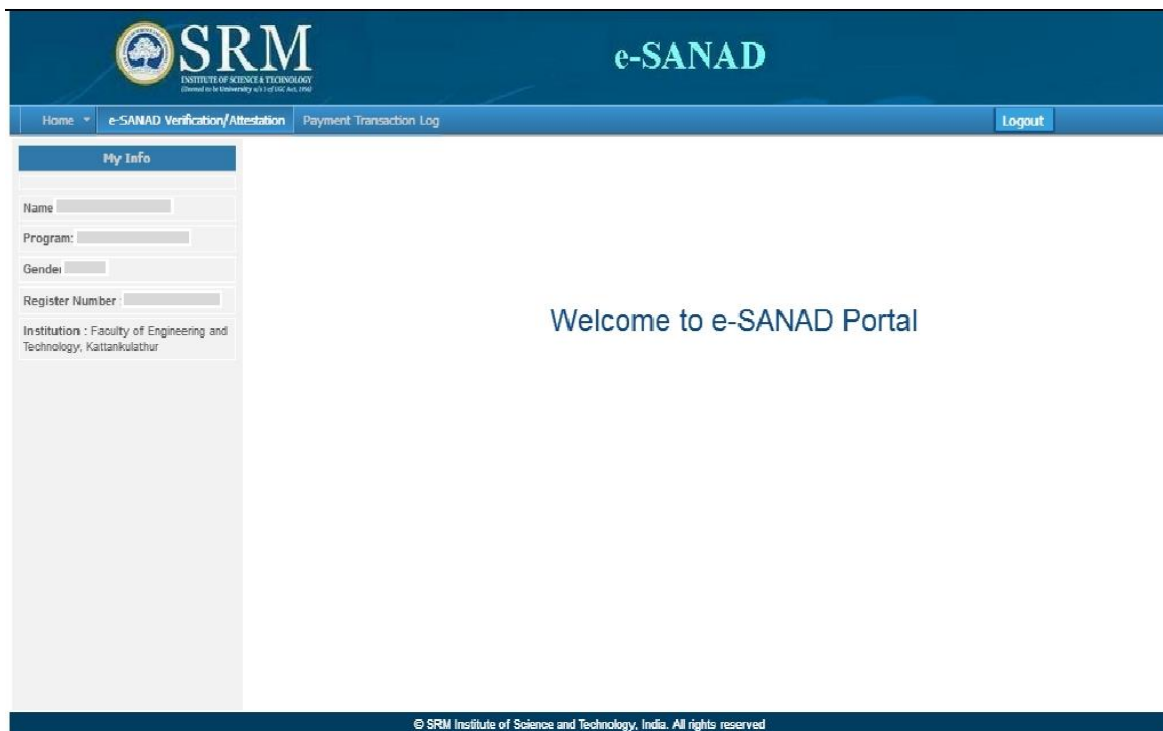
- I. Enter your Mobile number and E-mail id (**One time Registration**).



The screenshot shows the SRM e-SANAD registration form. The header includes the SRM Institute of Science and Technology logo and the text "e-SANAD". A "Logout" button is in the top right corner. The form fields are: Name of the Candidate, Register No., Date of Birth, Degree, Branch, Campus (Last Studied), Mobile Number, Alternate Mobile Number, E-mail ID, and Alternate E-mail ID. A "Submit" button is at the bottom. The footer states "© SRM Institute of Science and Technology, India. All rights reserved".

## STEP-3

- I. After registering, select “e-SANAD Verification/Attestation menu” Option in the e-SANAD Application Home page.



The screenshot shows the SRM e-SANAD Application Home page. The header includes the SRM Institute of Science and Technology logo and the text "e-SANAD". A navigation bar contains "Home", "e-SANAD Verification/Attestation", and "Payment Transaction Log". A "Logout" button is in the top right corner. On the left, there is a "My Info" section with fields for Name, Program, Gender, Register Number, and Institution. The main content area displays "Welcome to e-SANAD Portal". The footer states "© SRM Institute of Science and Technology, India. All rights reserved".

## STEP- 4

- I. Select the Application Type and Document Type.

The screenshot displays the SRM Institute of Science and Technology e-SANAD portal. The main form is titled "e-SANAD Verification/Attestation Form". On the left, there is a "My Info" sidebar with fields for Name, Program, Gender, Register Number, and Institution (Faculty of Engineering and Technology, Kattankulathur). The main form area has a "Select Application type" section with two radio buttons: "e-SANAD Verification" (selected) and "e-SANAD Attestation". Below this is a "Types of Documents" section with six radio buttons: "Grade Sheet/Mark Sheet", "Provisional Certificate", "Consolidated Grade Sheet", "Migration Certificate", "Degree Certificate", and "Transcript". A "Fee Details (INR)" section shows a text input field. Below the fee field is a checkbox for "I agree with the payment Terms & Conditions". A "Choose Payment Gateway" section shows a radio button for "PAYU". A "Proceed to PAY" button is at the bottom right. The footer contains the copyright notice: "© SRM Institute of Science and Technology, India. All rights reserved".

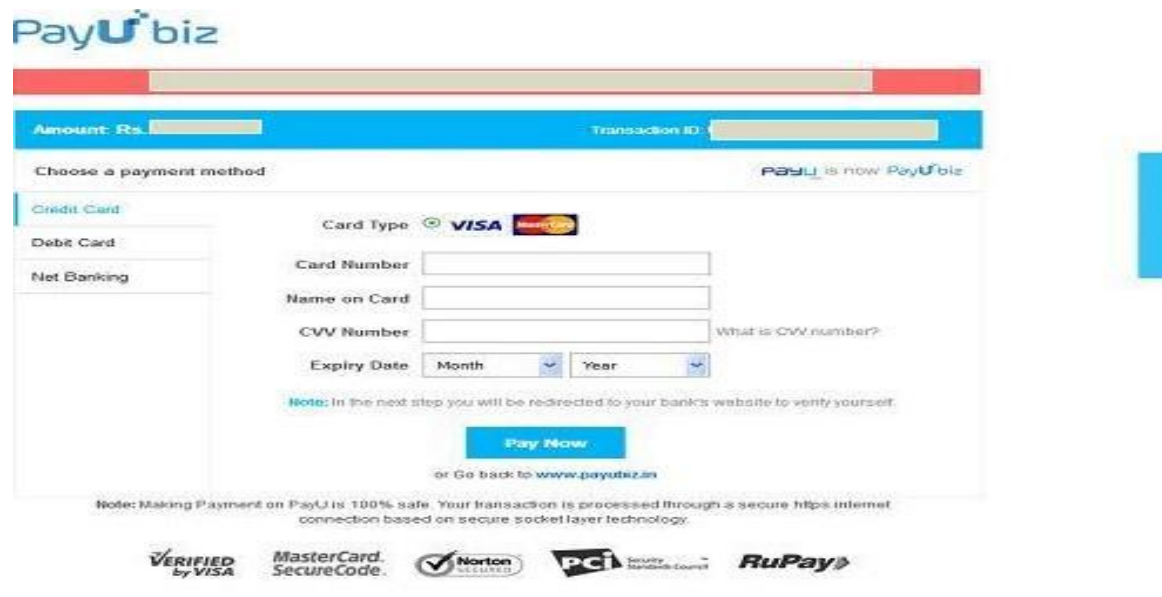
## STEP- 5

- I. Check the Terms and Conditions and proceed to Payment Gateway.
- II. Fee Details :
  - INR.500/- for Attestation (Per Application)
  - INR.500/- for Verification (Per Application)

This screenshot shows the same e-SANAD portal as Step 4, but with a modal dialog box overlaid in the center. The dialog box has the text "Please select the Payment Gateway" and an "OK" button. The background form is dimmed, showing the same "Select Application type" and "Types of Documents" sections. The "Fee Details (INR)" section now shows a value of "500". The "Choose Payment Gateway" section shows the "PAYU" radio button selected. The "Proceed to PAY" button is still visible at the bottom right. The footer remains the same: "© SRM Institute of Science and Technology, India. All rights reserved".

## STEP- 6

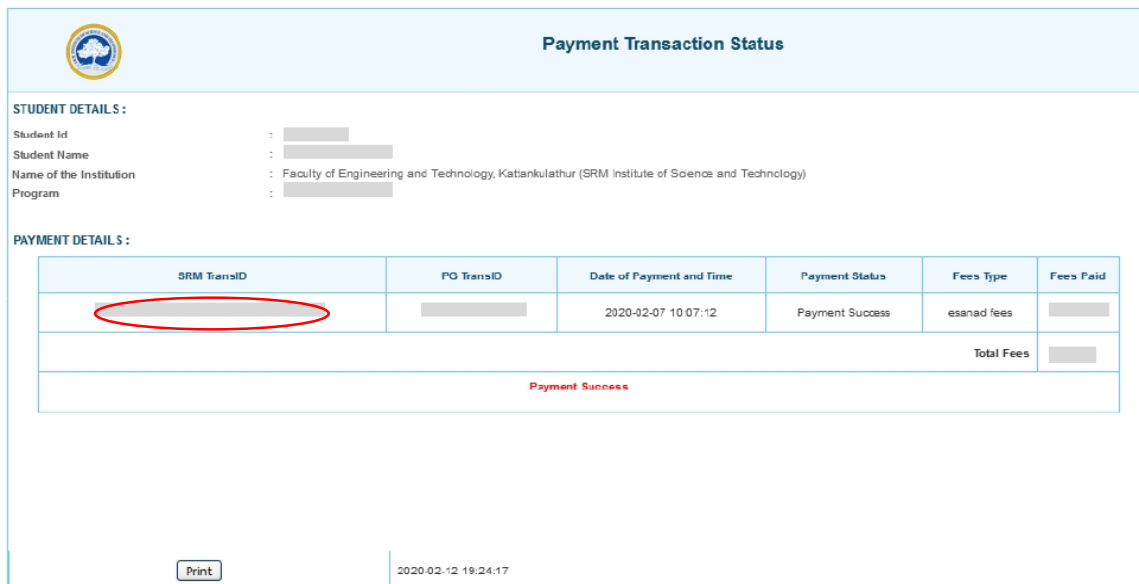
Choose the Payment Method and proceed to pay.



The image shows the PayU biz payment interface. At the top, there's a header with the PayU biz logo. Below it, a blue bar contains the text 'Amount: Rs.' followed by a text box and 'Transaction ID:' followed by another text box. The main section is titled 'Choose a payment method' and lists three options: 'Credit Card', 'Debit Card', and 'Net Banking'. The 'Credit Card' option is selected. To the right, there's a 'Card Type' dropdown showing 'VISA' and 'MasterCard'. Below this are input fields for 'Card Number', 'Name on Card', 'CVV Number', and 'Expiry Date' (with 'Month' and 'Year' dropdowns). A note states: 'Note: In the next step you will be redirected to your bank's website to verify yourself.' Below the inputs is a 'Pay Now' button. At the bottom, there's a note: 'Note: Making Payment on PayU is 100% safe. Your transaction is processed through a secure https internet connection based on secure socket layer technology.' Below this note are logos for 'VERIFIED by VISA', 'MasterCard SecureCode', 'Norton SECURED', 'PCI Security Standards Council', and 'RuPay'.

## STEP- 7

Note down the SRM TransID which is generated upon successful payment (to be entered in the e-SANAD portal of Ministry of External affairs).



The image shows the 'Payment Transaction Status' screen. At the top, there's a header with the SRM Institute of Science and Technology logo and the title 'Payment Transaction Status'. Below the header, there's a section for 'STUDENT DETAILS' with fields for 'Student Id', 'Student Name', 'Name of the Institution', and 'Program'. The 'Name of the Institution' field is populated with 'Faculty of Engineering and Technology, Katankulathur (SRM Institute of Science and Technology)'. Below this is a section for 'PAYMENT DETAILS' which contains a table with the following columns: 'SRM TransID', 'PG TransID', 'Date of Payment and Time', 'Payment Status', 'Fees Type', and 'Fees Paid'. The table has one row with the following data: 'SRM TransID' (circled in red), 'PG TransID', '2020-02-07 10:07:12', 'Payment Success', 'esanad fees', and 'Fees Paid'. Below the table, there's a 'Total Fees' row with a value. At the bottom of the table, there's a red text 'Payment Success'. At the bottom of the screen, there's a 'Print' button and a timestamp '2020-02-12 19:24:17'.

SRM TransID	PG TransID	Date of Payment and Time	Payment Status	Fees Type	Fees Paid
		2020-02-07 10:07:12	Payment Success	esanad fees	
Total Fees					

To View the payment transactions, click the “Payment Transaction Log” option.

The screenshot displays the 'e-SANAD' interface for viewing payment transactions. On the left, the 'My Info' sidebar shows fields for Name, Program, Gender, Register Number, and Institution (Faculty of Engineering and Technology, Kattankulathur). The main area is titled 'Payment Transaction Log' and contains a table with the following data:

S.No	Reference Number	Register Number	Transaction ID	Document Type	Amount Paid	Applied Date and time	Status	Application Status
40				Degree Certificate		07-02-2020 10:05	Applied	<a href="#">Click here</a>
41				Consolidated Gradesheet		12-02-2020 06:14	Approved	<a href="#">Click here</a>
42				Provisional Certificate		28-01-2020 03:36	Rejected	<a href="#">Click here</a>
43				Consolidated Gradesheet		29-01-2020 11:07	Process Completed	<a href="#">Click here</a>
44				Migration Certificate		29-01-2020 11:10	Process Completed	<a href="#">Click here</a>
45				Consolidated Gradesheet		29-01-2020 11:22	Process Completed	<a href="#">Click here</a>

To View the list of application forms submitted and their status, click “e-SANAD Verification/Attestation” menu. To apply again, click “Apply New” option.

The screenshot displays the 'e-SANAD Verification/Attestation Form' interface. On the left, the 'My Info' sidebar is identical to the previous screenshot. The main area is titled 'e-SANAD Verification/Attestation Form' and contains a table with the following data:

S.No	Reference Number	Register Number	Transaction ID	Document Type	Amount Paid	Applied Date and time	Status	Application Status
1				Degree Certificate		07-02-2020 10:05	Applied	<a href="#">Click here</a>
2				Consolidated Gradesheet		12-02-2020 06:14	Approved	<a href="#">Click here</a>
3				Provisional Certificate		28-01-2020 03:36	Rejected	<a href="#">Click here</a>
4				Consolidated Gradesheet		29-01-2020 11:07	Process Completed	<a href="#">Click here</a>
5				Migration Certificate		29-01-2020 11:10	Process Completed	<a href="#">Click here</a>
6				Consolidated Gradesheet		29-01-2020 11:22	Process Completed	<a href="#">Click here</a>

## e-Sanad Support Cell

### Contact Details:

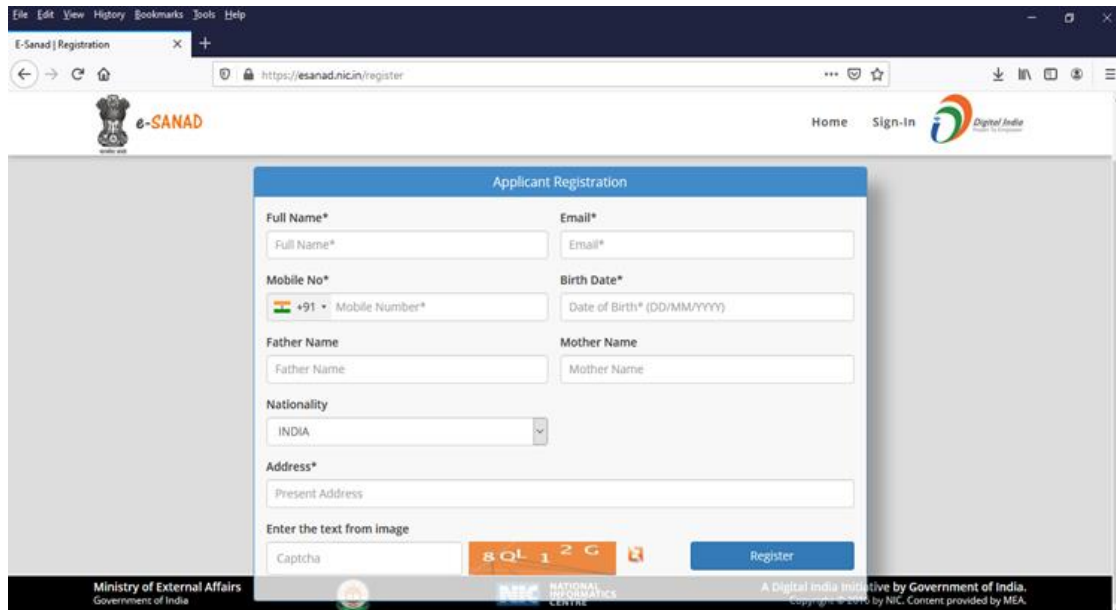
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 Contact No: +91-44 -2741 7211, 7225  
 E-Mail ID: [cv.coe@srmist.edu.in](mailto:cv.coe@srmist.edu.in)  
 Nodal Officer's E-Mail ID: [coe@srmist.edu.in](mailto:coe@srmist.edu.in).

## PART-II: REGISTRATION AND PAYMENT IN E-SANAD WEBSITE

Keep a scanned copy of your Degree Certificate/Consolidated Grade sheet/Provisional Certificate/Grade Sheet (front and back) to be verified in pdf format ready.

### STEP-1

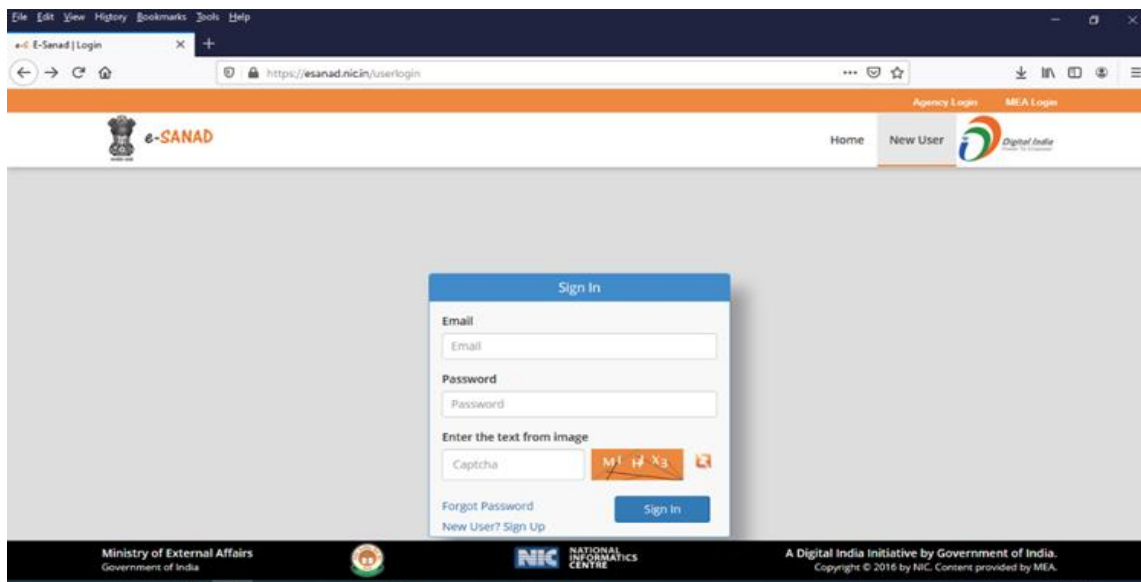
- Go to URL: <https://esanad.nic.in/register> of e-SANAD website of Ministry of External Affairs
- Register and get the login credentials



The screenshot shows the 'Applicant Registration' form on the e-SANAD website. The form is titled 'Applicant Registration' and includes the following fields: Full Name\*, Email\*, Mobile No\* (with a dropdown for country code and a text field for the number), Birth Date\* (DD/MM/YYYY), Father Name, Mother Name, Nationality (dropdown menu), Address\* (Present Address), and a Captcha field. A 'Register' button is located at the bottom right of the form. The website header includes the e-SANAD logo, 'Home', 'Sign-In', and 'Digital India' logo. The footer mentions 'Ministry of External Affairs Government of India', 'NIC NATIONAL INFORMATICS CENTRE', and 'A Digital India Initiative by Government of India. Copyright © 2016 by NIC. Content provided by MEA.'

### STEP- 2

Login to the e-Sanad portal through the URL: <https://esanad.nic.in/userlogin> with your login credentials



The screenshot shows the 'Sign In' form on the e-SANAD website. The form is titled 'Sign In' and includes the following fields: Email, Password, and a Captcha field. A 'Sign In' button is located at the bottom right of the form. Below the button are links for 'Forgot Password' and 'New User? Sign Up'. The website header includes the e-SANAD logo, 'Home', 'New User', and 'Digital India' logo. The footer mentions 'Ministry of External Affairs Government of India', 'NIC NATIONAL INFORMATICS CENTRE', and 'A Digital India Initiative by Government of India. Copyright © 2016 by NIC. Content provided by MEA.'

## STEP- 3

Select the Issuing Authority State as **TAMILNADU**

**User Registration**

Registration Process has been completed.  
Two Process are remaining for your application.

**On Board Document issuing Authority**

Issuing Authority State\*  
Tamil Nadu

Issuing Authority	Document Type	Repository Type	For Instructions
Academy of Maritime Education and Training, Chennai	Educational	NAD	<a href="#">Click here</a>
Alagappa University, Alagappa Nagar, Karaikudi	Educational	SELF	<a href="#">Click here</a>
Anna University, Chennai	Educational	SELF	<a href="#">Click here</a>
Annamalai University, Annamalai Nagar	Educational	SELF	<a href="#">Click here</a>
Bharathiar University, Coimbatore	Educational	SELF	<a href="#">Click here</a>

## STEP- 4

Select **SRM Institute of Science and Technology** from the On Board Document Issuing Authority list

**User Registration**

Registration Process has been completed.  
Two Process are remaining for your application.

**On Board Document issuing Authority**

Issuing Authority State\*  
Tamil Nadu

Issuing Authority	Document Type	Repository Type	For Instructions
Academy of Maritime Education and Training, Chennai	Educational	NAD	<a href="#">Click here</a>
Alagappa University, Alagappa Nagar, Karaikudi	Educational	SELF	<a href="#">Click here</a>
Anna University, Chennai	Educational	SELF	<a href="#">Click here</a>
Annamalai University, Annamalai Nagar	Educational	SELF	<a href="#">Click here</a>
Bharathiar University, Coimbatore	Educational	SELF	<a href="#">Click here</a>

## STEP- 5

### Apply for Non Pre - verified documents

The screenshot shows the e-SANAD portal interface. The top navigation bar includes the e-SANAD logo and a user profile icon labeled 'SUGANYA M'. The left sidebar contains links for Dashboard, Manage Document, Access History, Profile, and Logout. The main content area is titled 'Apply for Non Pre-Verified Document' and includes a link to 'View Non Pre-Verified Document Issuing Agency List'. Below the title is a process flow diagram with six steps: Upload Scan document, Payment, Verification By Issuing agency, Verification By GAO, State, Verification By HEA, and Document Delivery. The first three steps are circled in red. A button labeled 'Proceed Offline Document Upload' is located at the bottom right of the flow diagram. The footer contains the copyright notice: 'Copyright © 2016 E-SANAD. All rights reserved. / Agree'.

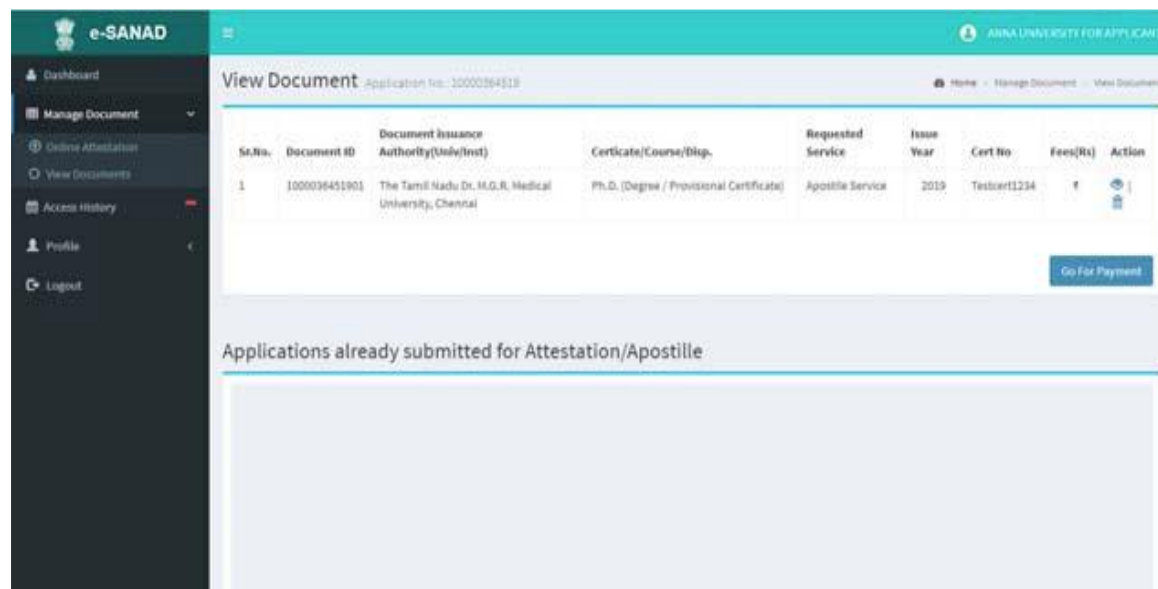
## STEP- 6

- I. Enter the necessary details And upload the documents to be verified
- II. In “Any Other Information” tab, enter the SRM TransID which was generated in the SRM’s e-SANAD portal.

The screenshot shows the e-SANAD portal interface for the 'Upload Document' section. The top navigation bar includes the e-SANAD logo and a user profile icon labeled 'SUGANYA M'. The left sidebar contains links for Dashboard, Manage Document, Access History, Profile, and Logout. The main content area is titled 'Upload Document' and includes a link to 'Home > Manage Document > Upload Document'. Below the title is a form for 'Indian Mission entitled for service : NEW DELHI, INDIA'. The form contains several fields: Document Type (Educational), State (Tamil Nadu), Document Issuing Authority (Anna University, Chennai), Roll No (XXXXXXXXXXXX), Certificate to be attested (Under Graduate (Degree / Marksheet / Provisional Certificate)), Certificate No (2222223333), Year of Passing (2008), Year of Issuance (2008), Payment Details / Any other information (XXXXXXXXXXXX), and Upload DIA Payment Receipt / Any other supporting document (pdf only) (Choose File). There is a 'Choose File' button for the 'Upload Document / Certificate' field. Below the form is a 'Document Service' dropdown menu with options: Select Document Service, Select Document Service, Apostille Service, and Attestation Service. A 'Submit' button is located at the bottom right. The footer contains the document upload instructions: '1. Only pdf files are allowed (Max Size - 2MB)', '2. Document should be in A4 Size (8.27 X 11.69 inches) Portrait format covering whole document area', and '3. Document should be scanned coloured with minimum 200 dpi resolution'.

## STEP- 7

Proceed for payment to Ministry of External Affairs (INR.90/- per Apostille or INR.40/- per Attestation)



## STEP-8

Status of Application form submitted may be checked in the e-SANAD portal of Ministry of External Affairs.

### Contact details:

Ministry of External Affairs, New Delhi  
email : support@mea.gov.in  
phone: 011 49018404

### Note:

Submission of multiple candidates on single registration may lead to rejection of e-sanad verification of certificates.