

SRM INSTITUTE OF SCIENCE AND TECHNOLOGY

Office of the Controller of Examinations

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Nodal Officer's E-Mail ID: coe@srmist.edu.in.**SRM**
INSTITUTE OF SCIENCE & TECHNOLOGY
*(Deemed to be University u/s 3 of UGC Act, 1956)***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.



A screenshot of the e-SANAD login page. The page has a teal header with the SRM logo and the text "e-SANAD". Below the header is a white login form. The form contains fields for "Register No.", "Date of birth (DDMMYYYY)", and "Word verification". A CAPTCHA box shows the number "731778". At the bottom of the form is a blue "LOGIN" button. At the very bottom of the page, there is a small footer bar with the text "© SRM Institute of Science and Technology, India. All rights reserved".

STEP-2

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



The screenshot shows the e-SANAD registration form. At the top left is the SRM Institute of Science & Technology logo. To its right is the text "SRM INSTITUTE OF SCIENCE & TECHNOLOGY" and "Instituted by Government of Tamil Nadu". On the far right is the text "e-SANAD". A "Logout" button is located in the top right corner of the header.

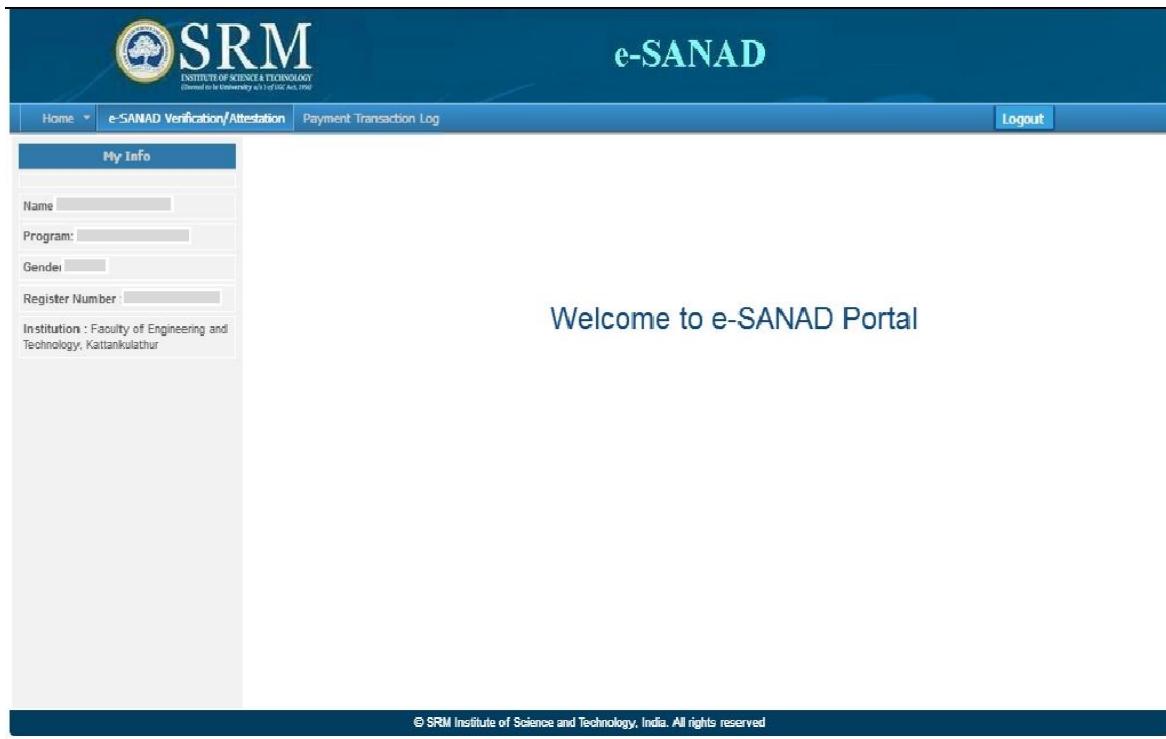
The form fields include:

- Name of the Candidate
- Register No.
- Date of Birth
- Degree
- Branch
- Campus (Last Studied)
- Mobile Number *
- Alternate Mobile Number
- E-mail ID *
- Alternate E-mail ID

A "Submit" button is at the bottom center. A copyright notice at the bottom 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 e-SANAD home page. At the top left is the SRM Institute of Science & Technology logo. To its right is the text "SRM INSTITUTE OF SCIENCE & TECHNOLOGY" and "Instituted by Government of Tamil Nadu". On the far right is the text "e-SANAD". A "Logout" button is located in the top right corner of the header.

The navigation menu includes "Home", "e-SANAD Verification/Attestation", and "Payment Transaction Log".

The main content area has a sidebar titled "My Info" containing fields for Name, Program, Gender, and Register Number. Below the sidebar, it says "Institution : Faculty of Engineering and Technology, Kattankulathur". To the right, a large "Welcome to e-SANAD Portal" message is displayed. A copyright notice at the bottom states: "© SRM Institute of Science and Technology, India. All rights reserved".

STEP- 4

- I. Select the Application Type and Document Type.

The screenshot shows the e-SANAD Verification/Attestation Form. On the left, there is a 'My Info' section with fields for Name, Program, Gender, and Register Number, along with an institution address. On the right, under 'Select Application type', 'e-SANAD Verification' is selected. Under 'Types of Documents', 'Grade Sheet/Mark Sheet' and 'Consolidated Grade Sheet' are selected. A 'Fee Details (INR)' field contains a placeholder value. A checkbox for 'I agree with the payment Terms & Conditions' is present. Below it, a 'Choose Payment Gateway' section shows 'PAYU' as the selected option. A 'Proceed to PAY' button is at the bottom.

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)

The screenshot shows the same e-SANAD form as above, but with a modal dialog box overlaid. The dialog box has a title 'Please select the Payment Gateway' and a single 'OK' button. This indicates that the user needs to choose a payment gateway before proceeding.

STEP- 6

Choose the Payment Method and proceed to pay.

The screenshot shows the PayUbiz payment interface. At the top, there are fields for 'Amount: Rs.' and 'Transaction ID'. Below this, a section titled 'Choose a payment method' offers three options: 'Credit Card' (selected), 'Debit Card', and 'Net Banking'. Under 'Credit Card', fields for 'Card Type' (VISA/MasterCard), 'Card Number', 'Name on Card', 'CVV Number', and 'Expiry Date' (Month/Year) are provided. A note at the bottom states: 'Note: In the next step you will be redirected to your bank's website to verify yourself.' A blue 'Pay Now' button is centered, with a smaller note below it: 'or Go back to [www.payubiz.in](#)'. At the bottom, a note says: 'Note: Making Payment on PayU is 100% safe. Your transaction is processed through a secure https internet connection based on secure socket layer technology.' Logos for Verified by VISA, MasterCard SecureCode, Norton Secured, PCI Security Standard Council, and RuPay are displayed.

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 screenshot shows the 'Payment Transaction Status' page. At the top, there is a logo and the title 'Payment Transaction Status'. Below this, the 'STUDENT DETAILS:' section lists:

Student Id	:	[REDACTED]
Student Name	:	[REDACTED]
Name of the Institution	:	Faculty of Engineering and Technology, Katankulathur (SRM Institute of Science and Technology)
Program	:	[REDACTED]

Below this is the 'PAYMENT DETAILS:' section, which contains a table:

SRM TransID	PO TransID	Date of Payment and Time	Payment Status	Fees Type	Fees Paid
[REDACTED]	[REDACTED]	2020-02-07 10:07:12	Payment Success	esnad/fees	[REDACTED]
Total Fees					[REDACTED]

A red circle highlights the 'SRM TransID' column in the table. Below the table, a message 'Payment Success' is displayed. At the bottom left is a 'Print' button, and at the bottom right is the date and time '2020-02-12 19:24:17'.

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

The screenshot shows the e-SANAD interface. On the left, there's a sidebar titled "My Info" with fields for Name, Program, Gender, and Register Number, along with the institution details: Faculty of Engineering and Technology, Kattankulathur. The main content area is titled "Payment Transaction Log". It displays a table with columns: S.No., Verify, Transaction ID, Document Type, Amount Paid, Applied Date & time, Status, and Application Status. The table contains 14 rows of transaction logs. Some rows have a "Verify" button, while others have a "Status" column indicating "Initialized" or "Failed - Transaction inter". At the bottom of the table is a blue "Apply New" button. The footer of the page includes the copyright notice: "© SRM Institute of Science and Technology, India. All rights reserved".

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 shows the e-SANAD interface. On the left, there's a sidebar titled "My Info" with fields for Name, Program, Gender, and Register Number, along with the institution details: Faculty of Engineering and Technology, Kattankulathur. The main content area is titled "e-SANAD Verification/Attestation Form". It displays a table with columns: S.No., Reference Number, Register Number, Transaction ID, Document Type, Amount Paid, Applied Date & time, Status, and Application Status. The table contains 14 rows of application form details. Each row includes a "Status" column (e.g., Applied, Approved, Rejected, Process Completed) and a "Click here" link. At the bottom of the table is a blue "Apply New" button. The footer of the page includes the copyright notice: "© SRM Institute of Science and Technology, India. All rights reserved".

e-Sanad Support Cell

Contact Details:

The Controller Examinations,
SRM Institute of Science and Technology,
14th Floor, University Building
SRM Nagar, Potheri,
Chengalpattu (Dt)- 603203,
Contact No: +91-44-2741 7211, 7225
E-Mail ID: cv.coe@srmist.edu.in
Nodal Officer's E-Mail ID: 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 fields include:

- Full Name*
- Email*
- Mobile No*
- Birth Date*
- Father Name
- Mother Name
- Nationality (INDIA)
- Address*
- Present Address
- Captcha (with code 'SQL 1 2 C')
- Register button

At the bottom, it says '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 fields include:

- Email
- Password
- Enter the text from image (Captcha with code 'MT 4 X3')
- Forgot Password
- New User? Sign Up
- Sign In button

At the bottom, it says '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**

The screenshot shows the E-Sanad User Dashboard with a progress bar at the top indicating 'Registration' (step 1), 'Document Upload' (step 2), and 'Payment' (step 3). A message below the progress bar states: 'Registration Process has been completed. Two Process are remaining for your application.' The main content area is titled 'On Board Document issuing Authority' and displays a table of issuing authorities for Tamil Nadu. The table includes columns for Issuing Authority State*, Issuing Authority, Document Type, Repository Type, and For Instructions.

Issuing Authority State*	Issuing Authority	Document Type	Repository Type	For Instructions
Tamil Nadu	Academy of Maritime Education and Training, Chennai	Educational	NAD	Click here
	Alagappa University, Alagappa Nagar, Karaikudi	Educational	SELF	Click here
	Anna University, Chennai	Educational	SELF	Click here
	Annamalai University, Annamalainagar	Educational	SELF	Click here
	Bharathiar University, Coimbatore	Educational	SELF	Click here

STEP- 4

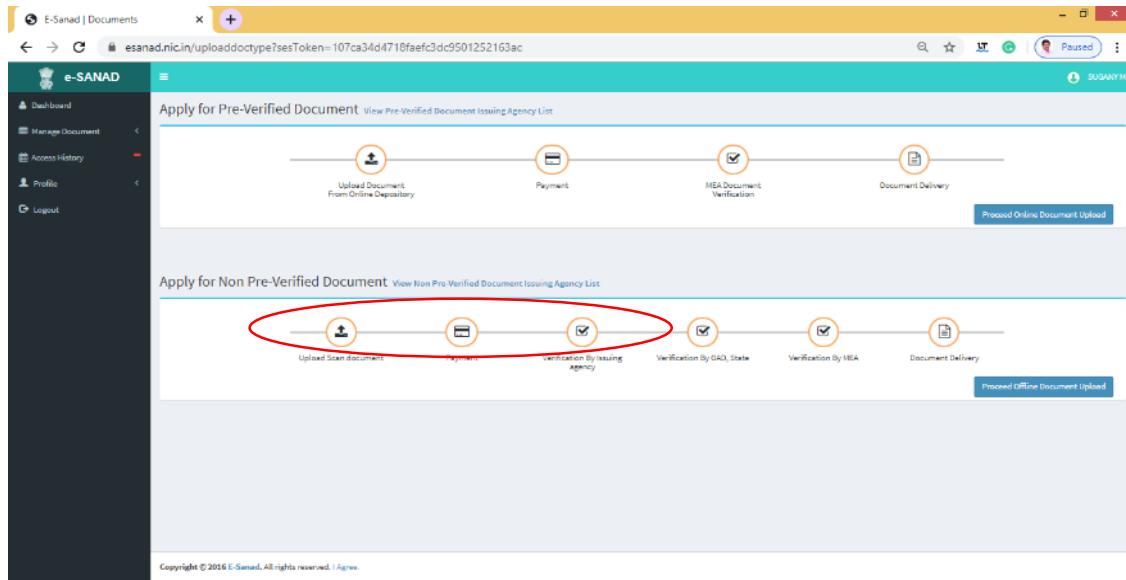
Select **SRM Institute of Science and Technology** from the On Board Document Issuing Authority list

The screenshot shows the E-Sanad User Dashboard with a progress bar at the top indicating 'Registration' (step 1), 'Document Upload' (step 2), and 'Payment' (step 3). A message below the progress bar states: 'Registration Process has been completed. Two Process are remaining for your application.' The main content area is titled 'On Board Document issuing Authority' and displays a table of issuing authorities for Tamil Nadu. The table includes columns for Issuing Authority State*, Issuing Authority, Document Type, Repository Type, and For Instructions.

Issuing Authority State*	Issuing Authority	Document Type	Repository Type	For Instructions
Tamil Nadu	Academy of Maritime Education and Training, Chennai	Educational	NAD	Click here
	Alagappa University, Alagappa Nagar, Karaikudi	Educational	SELF	Click here
	Anna University, Chennai	Educational	SELF	Click here
	Annamalai University, Annamalainagar	Educational	SELF	Click here
	Bharathiar University, Coimbatore	Educational	SELF	Click here

STEP- 5

Apply for Non Pre - verified documents



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.

A screenshot of the 'Upload Document' form in the e-SANAD portal. The form fields include:

- Document Type*: Educational
- State*: Tamil Nadu
- Document Issuing Authority*: Anna University, Chennai
- Roll No: XXXXXXXXXX
- Certificate No: 222222333333
- Certificate to be attested*: Under Graduate (Degree / Marksheet / Provisional Certificate)
- Year of Passing: 2008
- Year of Issuance: 2008
- Payment Details / Any other information: X00000000000
- Upload DIA Payment Receipt / Any other supporting document (pdf only): Choose File (No file chosen)
- Upload Document / Certificate*: Choose File (No file chosen)
- Document Upload Instructions:
 - Only pdf files are allowed (Max Size - 2MB)
 - Document should be in A4 Size (8.27 X 11.69 inches) Portrait format covering whole document area
 - Document should be scanned coloured with minimum 200 dpi resolution
- Document Service*: Attestation Service (selected)

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STEP- 7

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

The screenshot shows the e-SANAD portal interface. On the left is a dark sidebar with navigation options: Dashboard, Manage Document (with sub-options Online Attestation and View Documents), Access History, Profile, and Logout. The main content area has a teal header bar with the text "View Document Application No.: 10000364518" and icons for Home, Manage Document, and View Document. Below this is a table with one row of data:

Sr.No.	Document ID	Document Issuance Authority(Univ/Inst)	Certificate/Course/Dipl.	Requested Service	Issue Year	Cert No	Fees(Rs)	Action
1	1000036451901	The Tamil Nadu Dr. M.G.R. Medical University, Chennai	Ph.D. (Degree / Provisional Certificate)	Apostille Service	2019	Testcert1234	100	View Edit Delete

At the bottom of the main content area is a blue button labeled "Go For Payment". Below the table, there is a section titled "Applications already submitted for Attestation/Apostille" which is currently empty.

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.