

## 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.

A screenshot of the SRM e-SANAD login page. The page has a dark blue header with the SRM logo on the left and 'e-SANAD' on the right. Below the header is a white login form with a person icon at the top. The form contains three input fields: 'Register No.', 'Date of birth (DDMMYYYY)', and 'Word verification'. The 'Word verification' field contains the text '731778'. Below the input fields is a blue 'LOGIN' button. At the bottom of the page, there is a small copyright notice: '© SRM Institute of Science and Technology, India. All rights reserved.'

## STEP-2

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



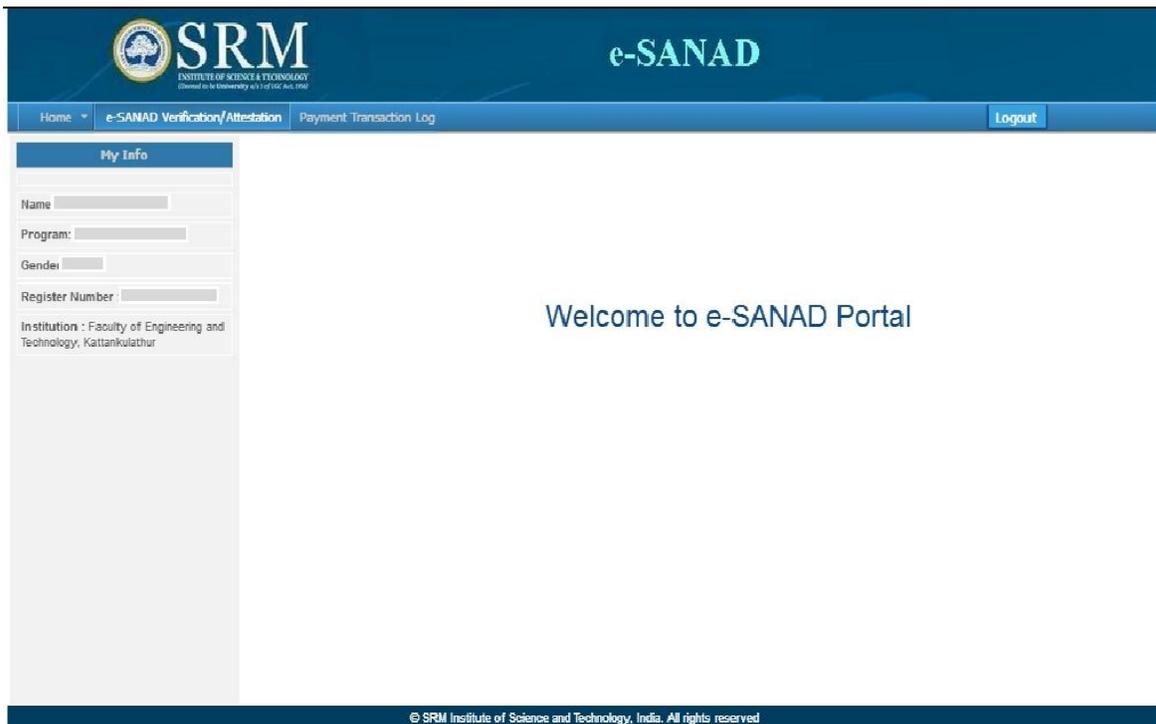
The image shows the registration form for SRM e-SANAD. The header includes the SRM logo and the text "e-SANAD". A "Logout" button is visible in the top right corner. The form fields are as follows:

Name of the Candidate	<input type="text"/>
Register No.	<input type="text"/>
Date of Birth	<input type="text"/>
Degree	<input type="text"/>
Branch	<input type="text"/>
Campus (Last Studied)	<input type="text"/>
Mobile Number *	<input type="text"/>
Alternate Mobile Number	<input type="text"/>
E-mail ID *	<input type="text"/>
Alternate E-mail ID	<input type="text"/>

At the bottom of the form is a "Submit" button. The footer contains the text: "© 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 image shows the application home page for SRM e-SANAD. The header includes the SRM logo and the text "e-SANAD". A navigation bar contains the following options: "Home", "e-SANAD Verification/Attestation", "Payment Transaction Log", and "Logout".

On the left side, there is a "My Info" section with the following details:

Name	<input type="text"/>
Program	<input type="text"/>
Gender	<input type="text"/>
Register Number	<input type="text"/>
Institution	Faculty of Engineering and Technology, Kattankulathur

In the center of the page, the text "Welcome to e-SANAD Portal" is displayed. The footer contains the text: "© 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 header includes the SRM logo and the text 'e-SANAD'. Below the header, there are navigation links for 'Home', 'e-SANAD Verification/Attestation', 'Payment Transaction Log', and 'Logout'. The left sidebar contains a 'My Info' section with fields for Name, Program, Gender, Register Number, and Institution (Faculty of Engineering and Technology, Kattankulathur). The main content area is titled 'e-SANAD Verification/Attestation Form' and contains the following sections:

- Select Application type:** Radio buttons for 'e-SANAD Verification' (selected) and 'e-SANAD Attestation'.
- Types of Documents:** Radio buttons for 'Grade Sheet/Mark Sheet', 'Provisional Certificate', 'Consolidated Grade Sheet', 'Migration Certificate', 'Degree Certificate', and 'Transcript'.
- Fee Details (INR):** A text input field for the fee amount.
- Agreement:** A checkbox for 'I agree with the payment Terms & Conditions'.
- Payment Gateway:** Radio buttons for 'PAYU' (selected) and another option.
- Proceed to PAY:** A blue button at the bottom.

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## STEP- 5

I. Check the Terms and Conditions and proceed to Payment Gateway.

II. Fee Details :

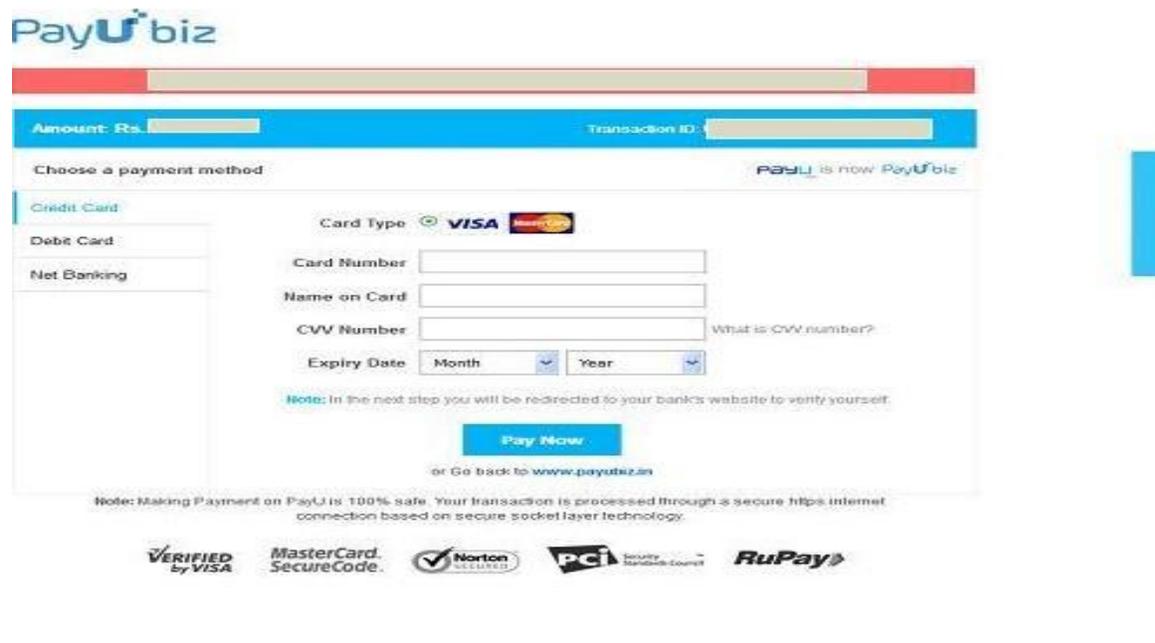
- INR.500/- for Attestation (Per Application)
- INR.500/- for Verification (Per Application)

This screenshot shows the same e-SANAD portal as in Step 4, but with a modal dialog box overlaid on the form. The dialog box contains the text 'Please select the Payment Gateway' and an 'OK' button. The background form is dimmed, showing the 'e-SANAD Verification/Attestation Form' with the 'e-SANAD Verification' application type selected and the 'PAYU' payment gateway chosen. The 'Proceed to PAY' button is visible at the bottom of the form.

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## STEP- 6

Choose the Payment Method and proceed to pay.



Amount: Rs. [redacted] Transaction ID: [redacted]

Choose a payment method PayU is now PayU biz

**Credit Card**

Card Type 

Card Number [redacted]

Name on Card [redacted]

CVV Number [redacted] What is CVV number?

Expiry Date Month [redacted] Year [redacted]

**Note:** In the next step you will be redirected to your bank's website to verify yourself.

**Pay Now**

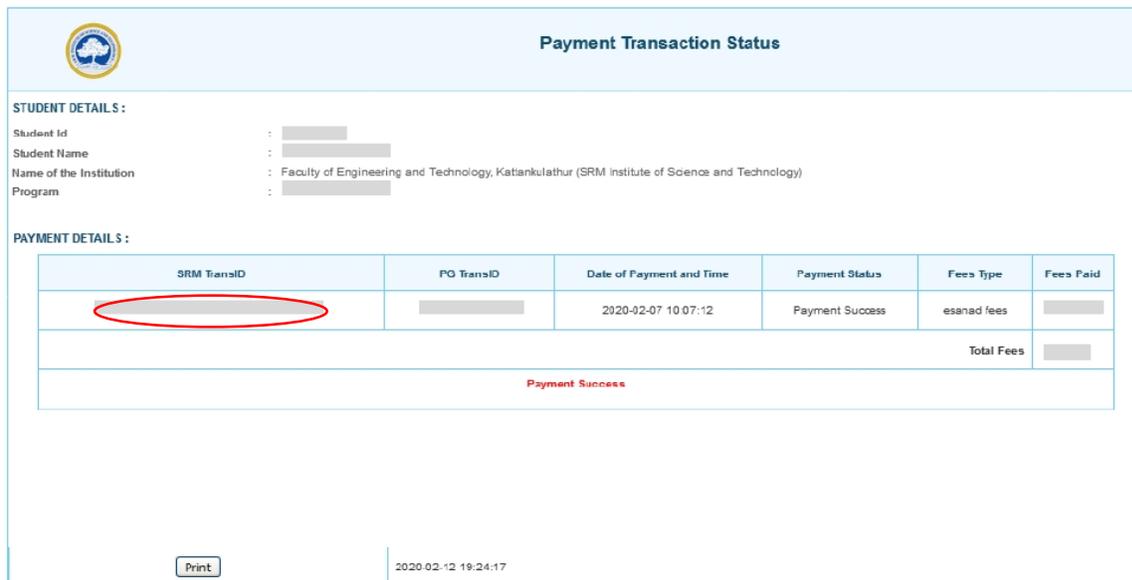
or Go back to [www.payu.biz](http://www.payu.biz)

Note: Making Payment on PayU is 100% safe. Your transaction is processed through a secure https internet connection based on secure socket layer technology.

## 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).



 **Payment Transaction Status**

**STUDENT DETAILS :**

Student Id : [redacted]

Student Name : [redacted]

Name of the Institution : Faculty of Engineering and Technology, Katankulathur (SRM Institute of Science and Technology)

Program : [redacted]

**PAYMENT DETAILS :**

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

**Payment Success**

[Print](#) 2020-02-12 19:24:17

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

The screenshot displays the 'Payment Transaction Log' page. On the left, there is a 'My Info' sidebar with fields for Name, Program, Gender, Register Number, and Institution. The main content area shows 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							Failed - Transaction inter	Initialized
41							Failed - Transaction inter	Initialized
42							Failed - Transaction inter	Initialized
43							Failed - Transaction inter	Initialized
44							Failed - Transaction inter	Initialized
45							Failed - Transaction inter	Initialized
46							Failed - Transaction inter	Initialized
47							Failed - Transaction inter	Initialized

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' page. On the left, there is a 'My Info' sidebar with fields for Name, Program, Gender, Register Number, and Institution. The main content area shows 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:

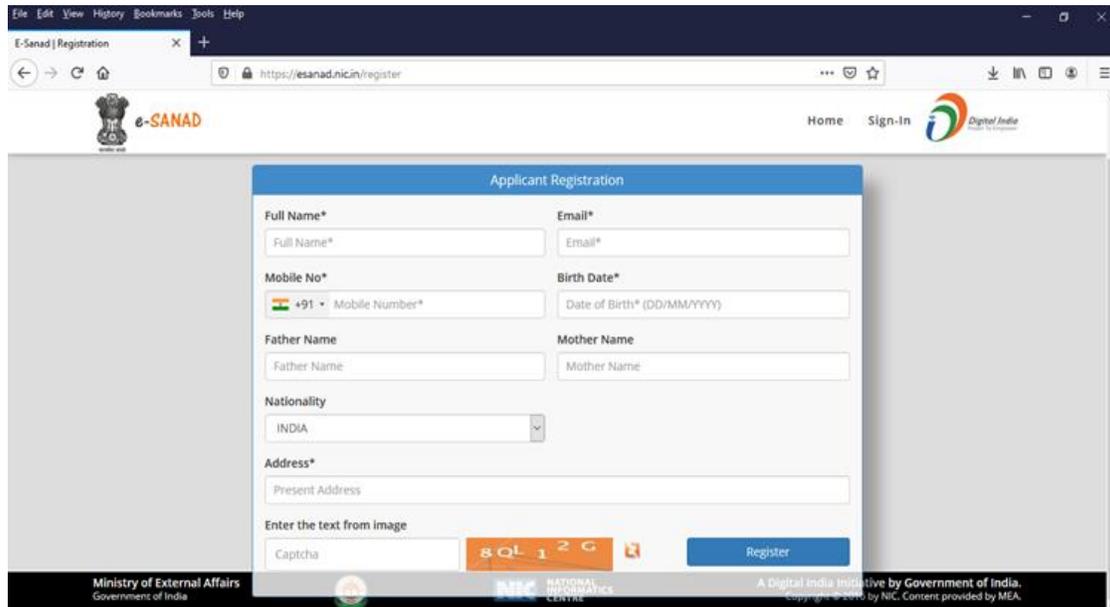
**The Controller Examinations,**  
 SRM Institute of Science and Technology,  
 14<sup>th</sup> Floor, University Building  
 SRM Nagar, Potheri,  
 Chengalpattu (Dt)– 603203,  
 Contact No: +91-44 -2741 7211, 7225  
 E-Mail ID: cv.coe@srmist.edu.in  
 Nodal Officer’s E-Mail ID: [coe@srmist.edu.in](mailto:coe@srmist.edu.in).

## 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



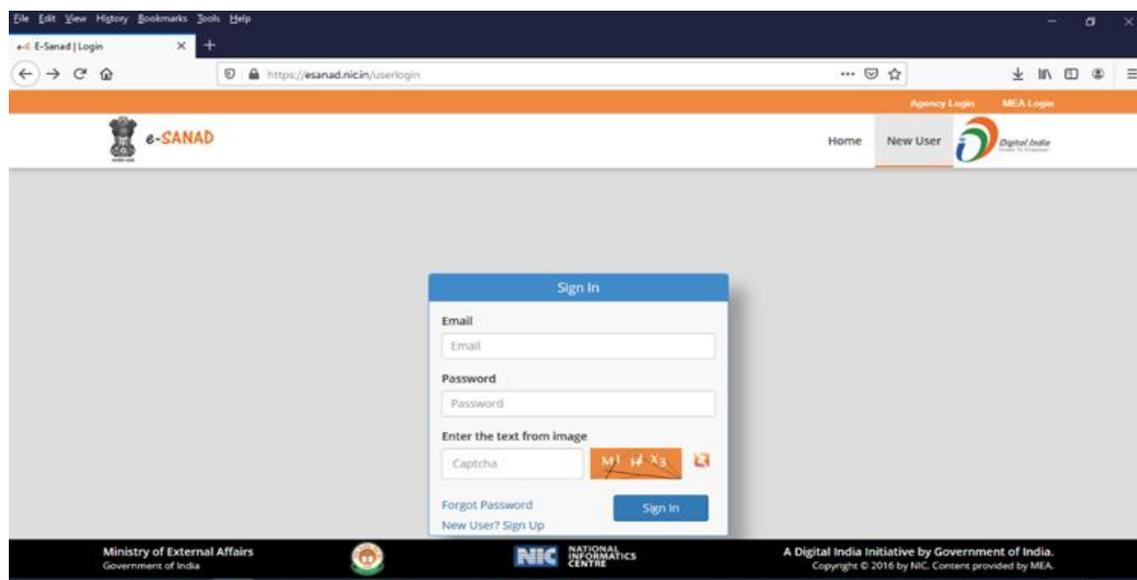
The screenshot shows the 'Applicant Registration' form on the e-SANAD website. The form includes the following fields:

- Full Name\* (Full Name\*)
- Email\* (Email\*)
- Mobile No\* (+91 Mobile Number\*)
- Birth Date\* (Date of Birth\* (DD/MM/YYYY))
- Father Name (Father Name)
- Mother Name (Mother Name)
- Nationality (INDIA)
- Address\* (Present Address)
- Enter the text from image (Captcha)

The form is titled 'Applicant Registration' and has a 'Register' button at the bottom right. The footer of the page includes the Ministry of External Affairs logo, the e-SANAD logo, and the Digital India logo.

### 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 includes the following fields:

- Email (Email)
- Password (Password)
- Enter the text from image (Captcha)

The form is titled 'Sign In' and has a 'Sign In' button at the bottom right. There are also links for 'Forgot Password' and 'New User? Sign Up'. The footer of the page includes the Ministry of External Affairs logo, the e-SANAD logo, and the Digital India logo.

### STEP- 3

Select the Issuing Authority State as **TAMILNADU**

The screenshot shows the 'User Registration' page on the E-Sanad User Dashboard. The registration process is completed, and the user is now on the 'On Board Document issuing Authority' page. The 'Issuing Authority State' dropdown menu is set to 'Tamil Nadu'. Below this, there is a table listing various issuing authorities with their document types and repository types. Each row includes a 'Click here' button for instructions.

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, Annamalaiagar	Educational	SELF	<a href="#">Click here</a>
Bharathiar University, Coimbatore	Educational	SELF	<a href="#">Click here</a>

### STEP- 4

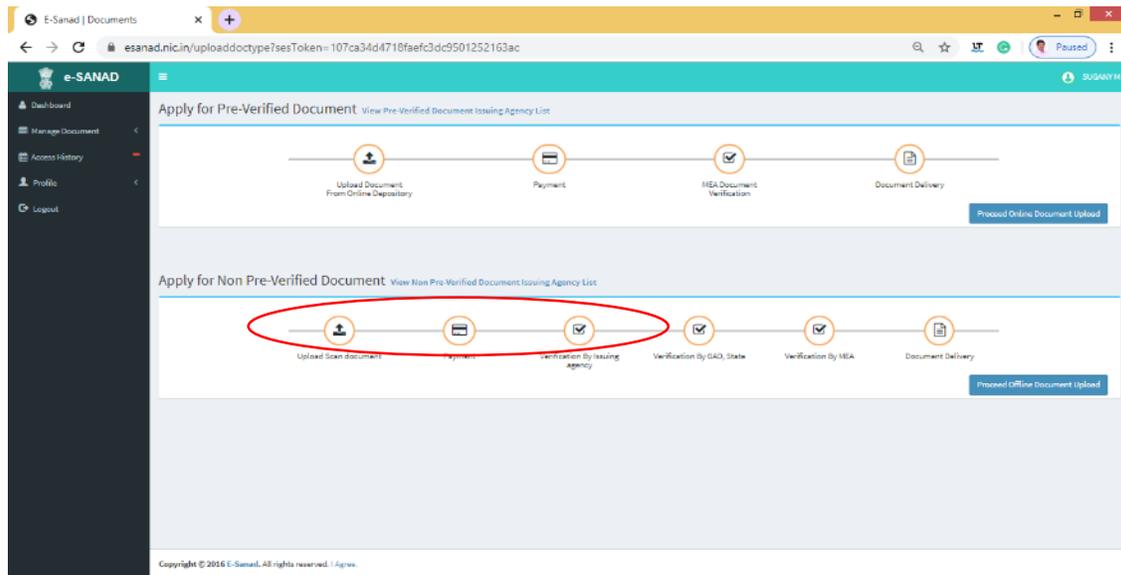
Select **SRM Institute of Science and Technology** from the On Board Document Issuing Authority list

This screenshot is identical to the one in Step 3, showing the 'On Board Document issuing Authority' page. The 'Issuing Authority State' dropdown menu is set to 'Tamil Nadu'. The table lists various issuing authorities, including SRM Institute of Science and Technology, which is the target for the next step.

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, Annamalaiagar	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



## 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.

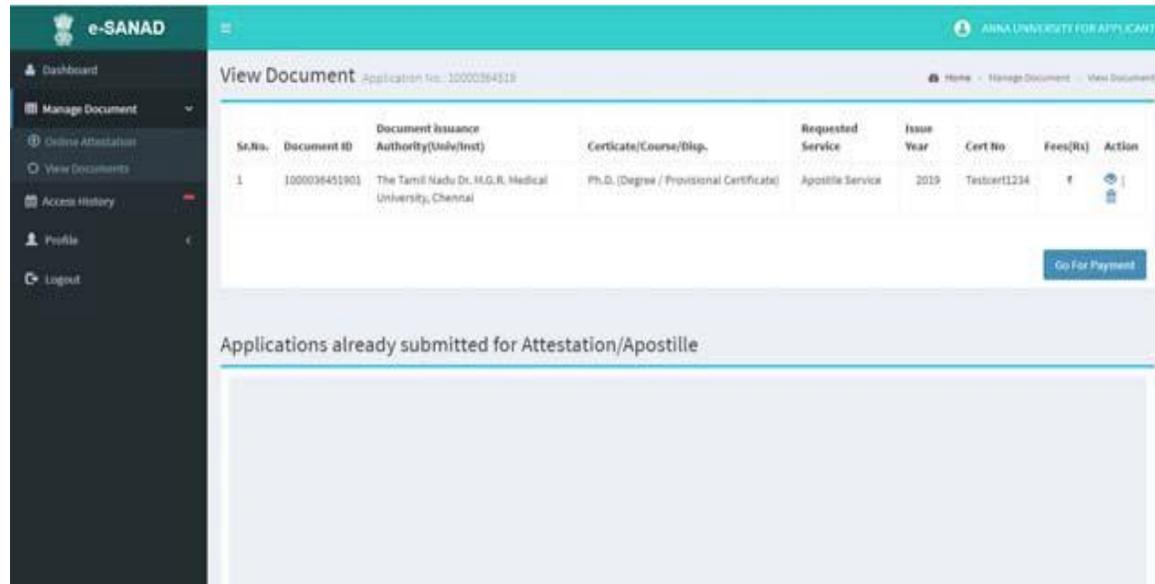
The screenshot shows the 'Upload Document' form in the e-SANAD portal. The form is titled 'Upload Document' and includes the following fields and sections:

- Document Type\***: Educational
- State\***: Tamil Nadu
- Document Issuing Authority\***: Anna University, Chennai
- Roll No**: XXXXXXXXXX
- Certificate to be attested\***: Under Graduate (Degree / Marksheet / Provisional Certificate)
- Certificate No**: 2222233333
- Year of Passing**: 2008
- Year of Issuance**: 2008
- Payment Details / Any other information**: XXXXXXXXXX
- 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**:
  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
  3. Document should be scanned coloured with minimum 200 dpi resolution
- Document Service\***: Attestation Service

The 'Submit' button is located at the bottom right of the form.

## STEP- 7

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



The screenshot displays the 'View Document' page in the e-SANAD portal. The page header includes the 'e-SANAD' logo and the user's name 'ANNA UNIVERSITY FOR APPLICANT'. The main content area shows a table with one row of document submission data. Below the table, there is a blue button labeled 'Go For Payment' and a message stating 'Applications already submitted for Attestation/Apostille'.

Sr.No.	Document ID	Document Issuance Authority(Univ/Inst)	Certificate/Course/Dip.	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	Tester11234	₹	[Icons]

## 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.