Notification on e-SANAD Services

e-SANAD:- The project e-SANAD aims at providing a centralized platform for contactless, faceless, cashless and paperless document verification / attestation / apostille service for Indian citizens, foreigners who have obtained documents from document issuing authorities (DIAs) in India and Ministry of External Affairs (MEA), Govt. of India. These include all type of documents i.e. personal, educational and commercial. The system ensures that the foreign employers and other verification agencies get digitally verified genuine documents.

PARTA: Steps to be followed in the University Portal

a) The user needs to visit the following link of Vellore Institute of Technology, Chennai i.e., https://vtopcc.vit.ac.in/vtop/initialProcess (Chrome and Firefox only supported)

b) In the above mentioned link, click Alumni Login. Logon using your Credentials

c) Then select 'e-Sanad', fill the required details and make necessary payments fees amount (Rs.1000/- Rupees One Thousand Only + GST) and proceed to pay the document verification fee.

d) After making successful payment, the user can save the online payment acknowledgement report in PDFformat.

For clarifications, contact:

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PARTB: Steps to be followed in e-SANAD portal

a) The user should have the soft copies of the front page of both the Degree Certificate and Vellore Institute of Technology Online Payment Report in PDF format in his/her Computer.

b) The user has to Register and login in the e-Sanad portal(URL:https://esanad.nic.in)

c) Select the issuing authority state as TAMILNADU

d) Select Vellore Institute of Technology, Chennai as the Document Issuing Authority

e) Select for Non Pre-verified documents

f) Fill the required details and upload both the documents i.e. Degree Certificate (as Main Document) and University Online Payment Acknowledgement Report (as Supporting Document) in PDF format.

g) Then proceed to online payment for Attestation/Apostille processing fee to e-Sanad system. The user need to pay Rs.90/- per Apostille or Rs.40/- per Attestation to the Ministry of External Affairs.

h) e-Sanad portal will generate its acknowledgement after the successful payment.

i) To check your application status, please visit https://esanad.nic.in/checkStatus

Submission of multiple candidates on single registration may lead to rejection of e-Sanad verification of certificates. Every candidate should separately register for their authentication of Certificates/Statements.

For further information, please contact

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