

# **E-Sanad (Document Verification and Attestation/Apostille by MEA)**

E-Sanad is a digital platform for online Verification, Attestation / Apostille of educational documents like degree, diploma, marksheets etc. issued by Document Issuing Authorities (DIAs) in India. E-Sanad is a faceless, cashless and paperless system for verification of documents by DIAs and Directorate of Higher Education, Govt. of Punjab and subsequent attestation / apostilling by Ministry of External Affairs, Govt. of India.

<https://esanad.nic.in> is the URL of E-Sanad portal to avail online verification, attestation / apostille services. Moreover, the following steps must be strictly followed to avail this online service

## **Document Verification Process for E-Sanad**

### **PART-A**

#### **(Online Verification by the University)**

(Steps to be followed in university portal for payment of fees for verification)

Step 1: Payment of fee to University

- Education verification fee for various documents to be paid as mentioned below :

a) **Verification of DMC/Degree : - Rs. 500/- (Per sheet) + GST\***

b) **Verification of official transcript : - Rs. 1000/- (Per sheet) + GST\***

**\*Note: GST will be applicable as notified by Government from time to time.**

Above mentioned fee (as applicable) is to be paid by the applicant to the JGNDPSOU for verification of the documents.

- Login with the JGNDPSOU student login portal by accessing <https://student.psou.ac.in/Login> and in the dashboard.

**Select Examination ---> Fill Examination Forms --> My Examination Forms**

--> **Click here to Pay Fees**

- The soft copy / scanned copy of the fee receipt is to be saved as PDF and to be uploaded along with the documents to be verified by the JGNDPSOU.

For Any Assistance, Please Call

JGNDPSOU

Phone No. 95307-41524 (Exam Helpline No.)

### **PART-B**

#### **(Steps to be followed in eSanad portal)**

##### **Step No. – 1 (Registration with E-Sanad portal)**

- Register with the E-Sanad portal by accessing <https://esanad.nic.in> and in the home page, **Select Online services --> Online Attestation --> New User (Sign Up)**
- Click on New User, Applicant Registration form will appear. Fill in all the details correctly and click on Register.
- After successful registration, password will be shared to your registered mobile number and email address.
- Now, you can login with registered email address as username and password shared on your mobile number or email address prompting for change of password at first log in.

##### **Step No. – 2 (Scanning of Documents)**

- Scan each original document / transcript separately (front side only) in colour with 200 DPI resolution with maximum size of 2 MB (each document) in portrait format with A4 size (8.27 x 11.69) inches and save as PDF in some folder in your system.
- The scanned image of each document / transcript should be clear and should be printable on A4 size paper sheet.

**Step No. – 3 (Uploading the documents & Payments of fee to MEA for attestation / apostille service)**

- Now login in E-Sanad portal and in home page follow the steps :-

**Manage Document --> Online Attestation --> Apply for Non Pre-verified Document**

- Fill in the form carefully and upload the scanned image of the documents.
- After successful upload of documents, pay online Ministry of External Affairs fee of Rs. 40/- (Rupees Forty) for Attestation and Rs. 90/- (Rupees Ninety) for Apostille of each document whichever is applicable.
- eSanad would generate acknowledgement with unique ARN (Application Registration Number) after successful submission. Save the acknowledge for future use.
- The status of the application can be checked with this ARN in E-Sanad portal under status enquiry option.