PROCEDURE TO APPLY FOR ATTESTATION/ VERIFICATION OF EDUCATIONAL DOCUMENTS

PART – A : Steps to be followed in VELS INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS) portal.

i. **Register with E-mail at Vels Portal & Login :**

www.velsuniv.ac.in/esanad.asp - Registration - Choose type of user at the top, either **Company/ Consultancy/ Embassy/ Colleges** or **Student**

www.velsuniv.ac.in/esanad.asp - Login

Register Request for Certificate Verification / Attestation.

ii.   Click **Certificate Verification / Attestation Request->** choose Certificate for request, type Register number, Name, Graduation, Course, Class Obtained, Month & Year. Upload a scanned pdf copy of the certificate and Click Submit.

iii.   **Certificate Verification / Attestation Request->** After Clicking Submit. It will display entered basic details. If any corrections needed, click **Edit** and do the required changes. If all the details are correct, click the check box **Kindly verify your details before making the payment** and click **Pay Now** to proceed for Verification / Attestation.

iv.   After clicking **Pay Now,** it will display page for making payment. Enter Billing information and Choose payment method and complete payment of Rs. 1500/-.
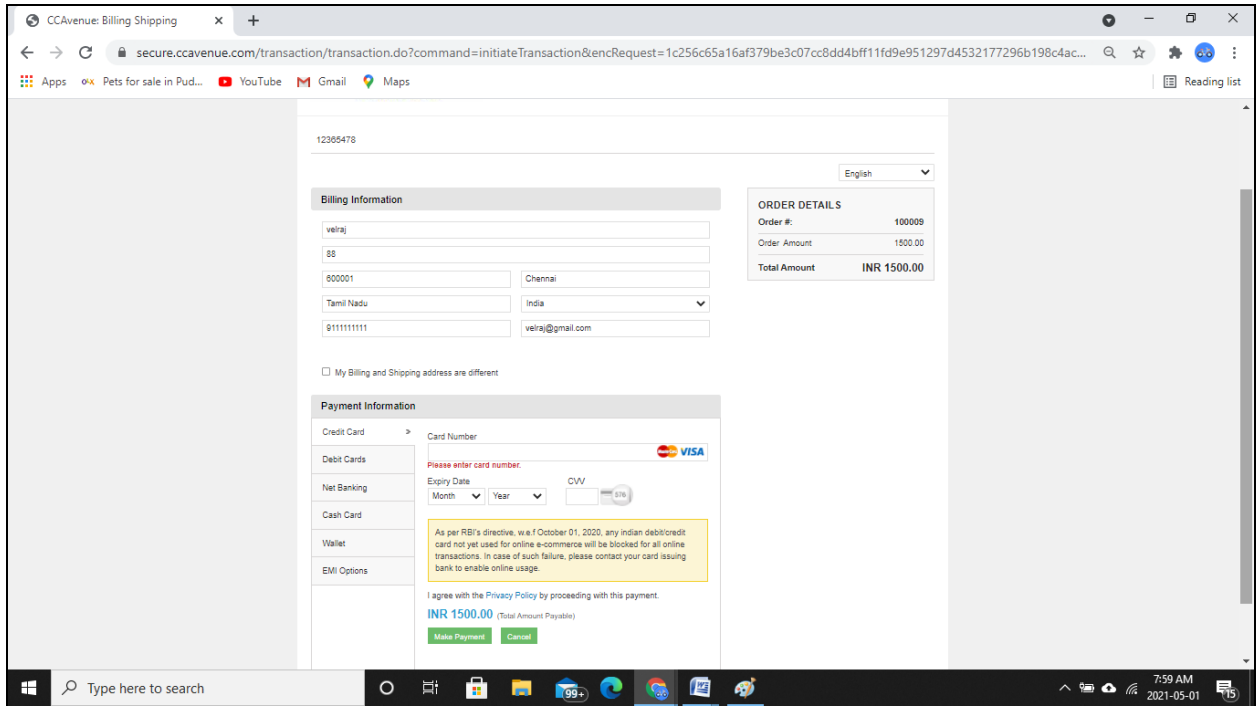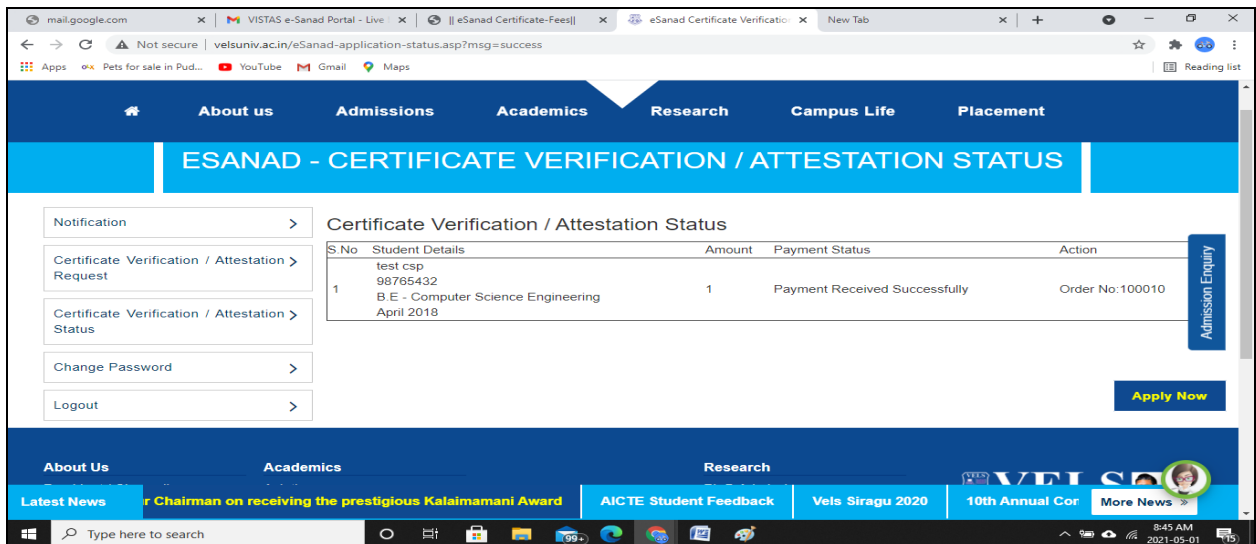

v.   After successful payment it will display transaction status and Order Id as like below, a mail will be sent to the registered email id.

Note : Keep the Order Id safe, it has to be used for Registering at e-sanad portal.

Contact Us :

VELS INSTITUTE OF SCIENCE, TECHNOLOGY AND ADVANCED STUDIES (VISTAS)
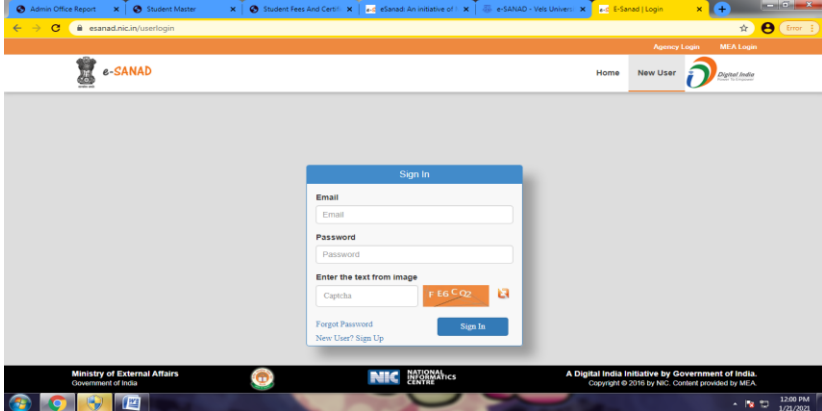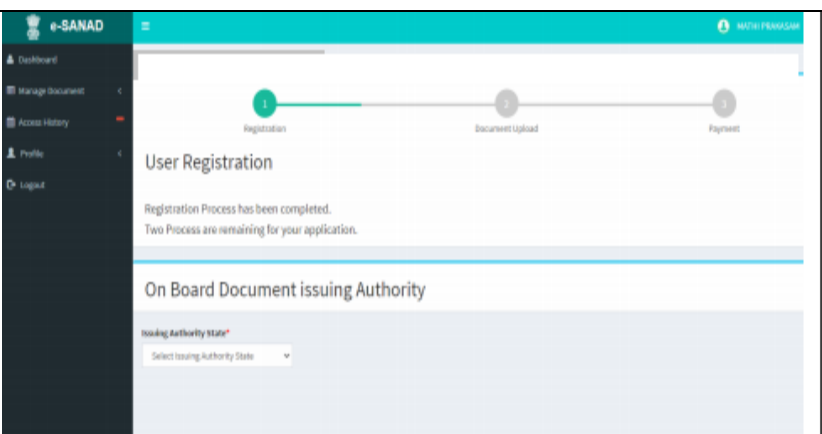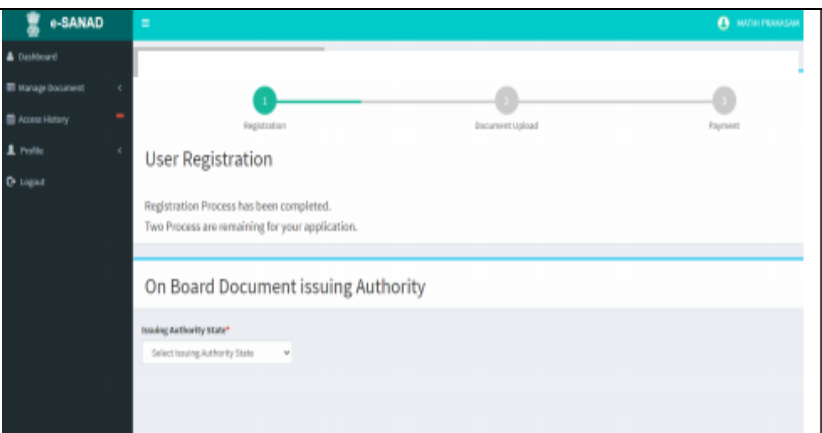Office of the Controller of Examinations
Velan Nagar, P.V. Vaithiyalingam Road,
Pallavaram, Chennai – 600 117, Chengalpattu District.
E-mail : coe@velsuniv.ac.in
Contact : 91-9962506247, 044 22662500

PART – B : Steps to be followed in e-SANAD portal.

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STEP - 1	
Open e-SANAD portal with the below URL https://esanad.nic.in/userlogin and Login if already a user, else if a new user Register and Login.	
STEP - 2	
Select the Issuing Authority State as **TAMILNADU**	
STEP - 3	
Click Manage Document Online Attestation, and Select **Vels Institute of Science, Technology & Advanced Studies (VISTAS)** in the Onboard Document Issuing Authority.	
STEP – 4	

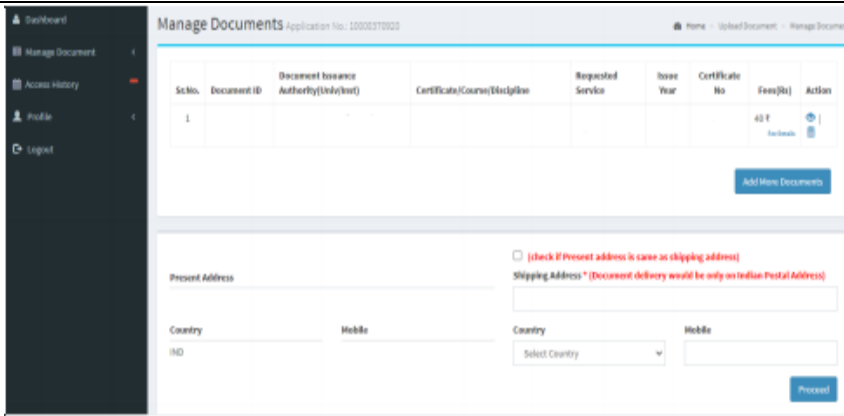|	
Apply for Non Pre – verified documents.	
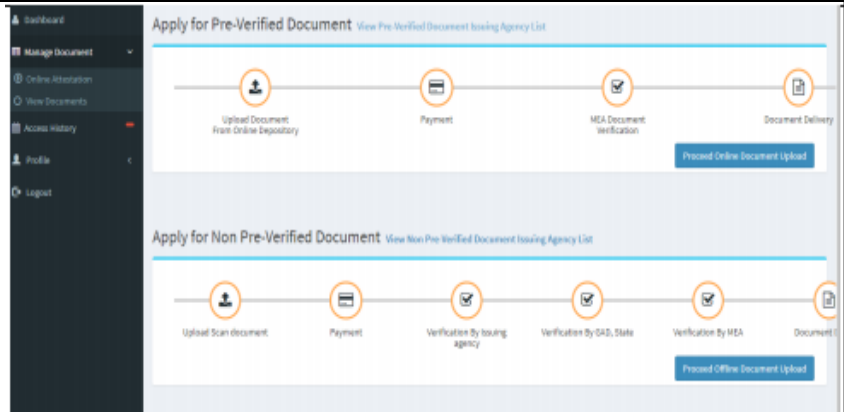
STEP – 5

Provide necessary details and upload the scanned copy of certificates. For the Tab – Payment Details, Under any other information, Enter the Transaction Id of Payment daone at VISTAS portal.	
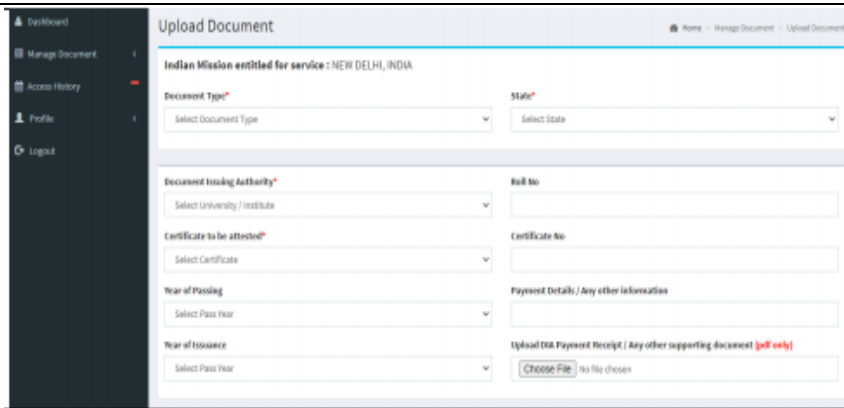
STEP – 6

Proceed for Payment to Ministry of External Affairs (MEA).	

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