

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**

Registration

Company / Consultancy / Embassy / Colleges Student [apply only HRD Attestation]

Student Name

Email

Mobile

Address 1

Address 2

City

State

Country

Apply Now

Password

Confirm Password

Submit Cancel

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

Login

Username (Email Id):

Password:

login Reset

Apply Now

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.

The screenshot shows a web browser window with the URL `velsuniv.ac.in/eSanad-request.asp`. The page title is "Certificate Verification / Attestation Request". The form includes the following fields and options:

- Select Request:** Taminadu Secretariat / HRD Attestation - Degree Certificate
- Student Registration No:** 123654
- Student Name:** velan
- Graduation:** Undergraduate (selected), Postgraduate, Research
- Course:** B.E - Electronics & Communication Engineering
- Class Obtained:** First Class with Distinction
- Month:** April
- Year of Passing:** 2019
- Upload Provisional Certificate / Degree Certificate (Front & back) pdf only:** Choose File | NOTIFICATION-ESANAD (7).pdf

Buttons: Submit, Cancel, Apply Now

Footer: Latest News, Chairman on receiving the prestigious Kalaimamani Award, AICTE Student Feedback, Vels Siragu 2020, 10th Annual Convocation, on 09 Nov 2020 - Video, For Admissions Call : 98525, More News >

- 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.

The screenshot shows the "ESANAD - PAYMENT" page on the velsuniv.ac.in website. The page displays the following details:

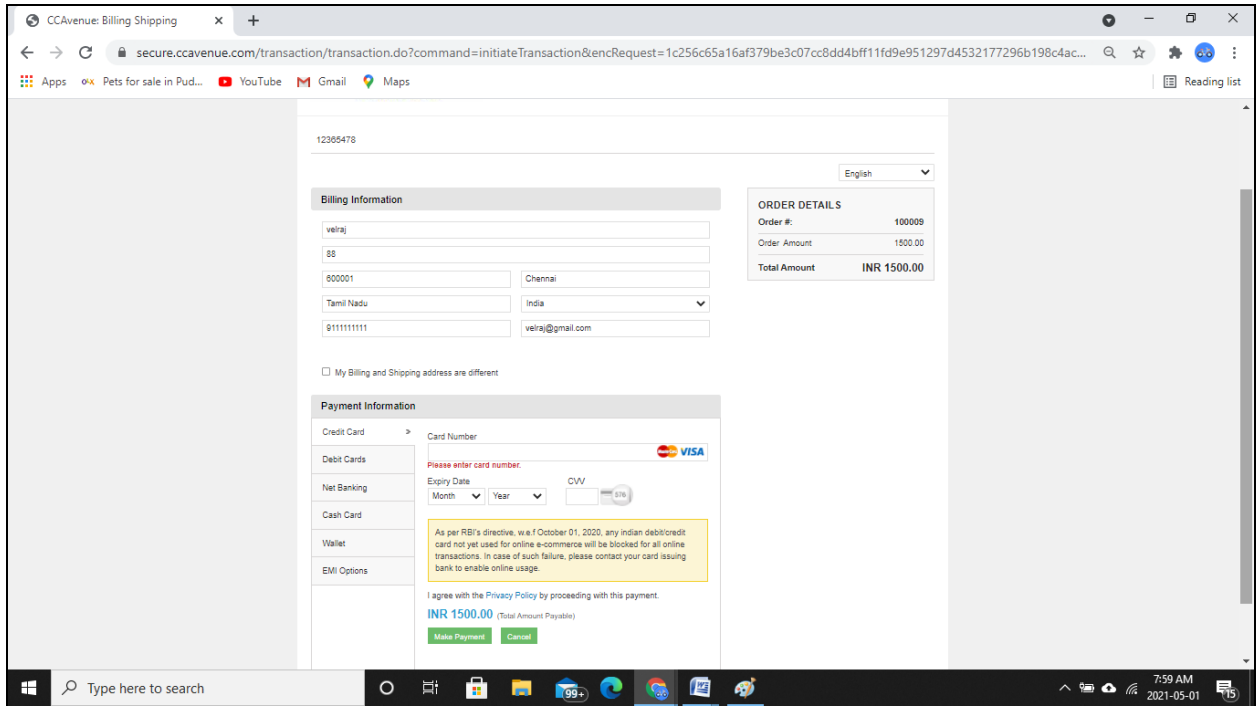
- Registration No:** 12365478
- Name:** velan
- Course:** B.E - Electronics & Communication Engineering
- Class:** First Class with Distinction
- Year of Passing:** April 2019
- Fees:** 1500

Buttons: Pay Now, Edit, Cancel

Check box: Kindly verify your details, before making the payment.

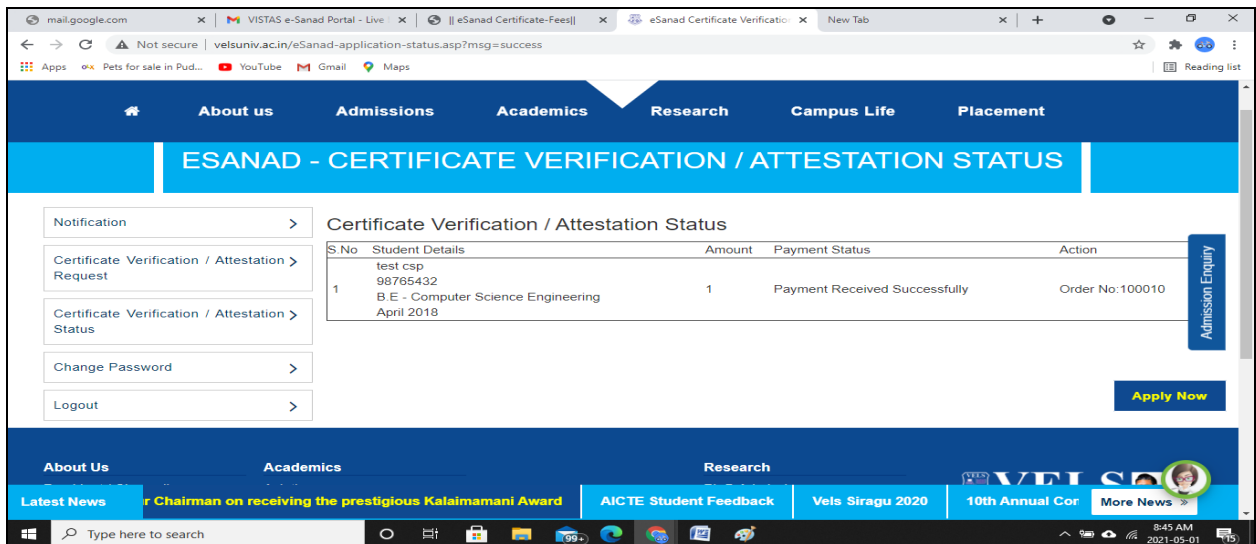
Footer: swaraj, Admission Enquiry

- 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

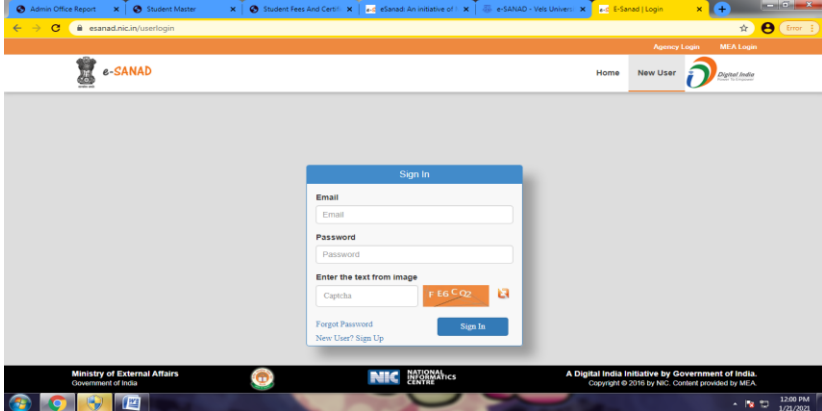
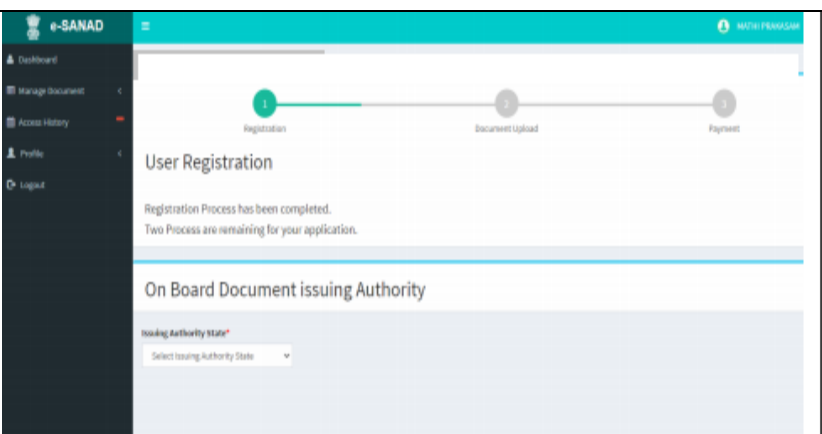
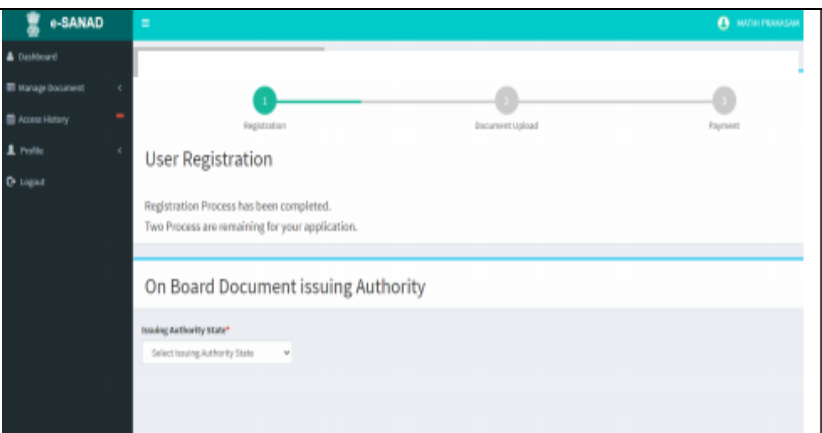
Velan Nagar, P.V. Vaithiyalingam Road,

Pallavaram, Chennai – 600 117, Chengalpattu District.

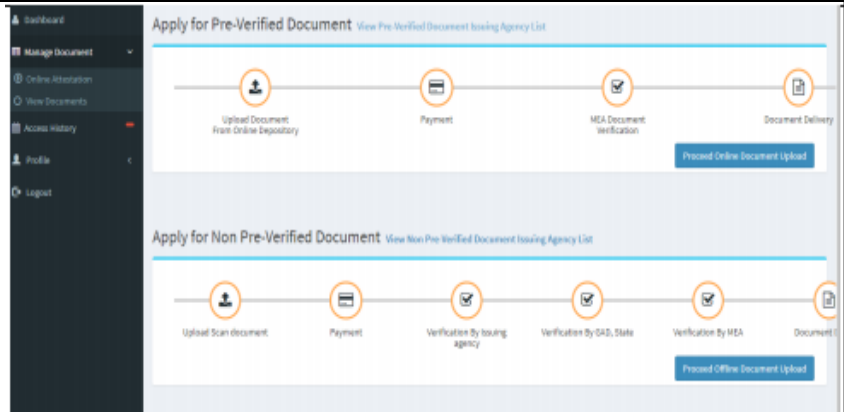
E-mail : coe@velsuniv.ac.in

Contact : 91-9962506247, 044 22662500

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

<p>STEP - 1</p> <p>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.</p>	
<p>STEP - 2</p> <p>Select the Issuing Authority State as TAMILNADU</p>	
<p>STEP - 3</p> <p>Click Manage Document Online Attestation, and Select Vels Institute of Science, Technology & Advanced Studies (VISTAS) in the Onboard Document Issuing Authority.</p>	
<p>STEP – 4</p>	

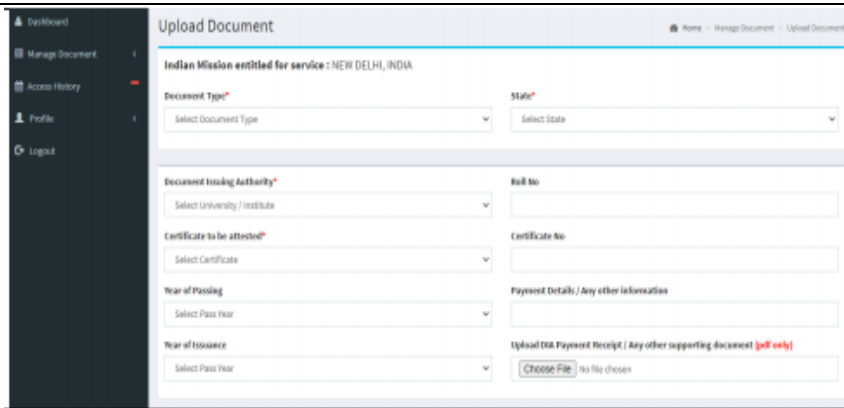
Apply for Non Pre – verified documents.



STEP – 5

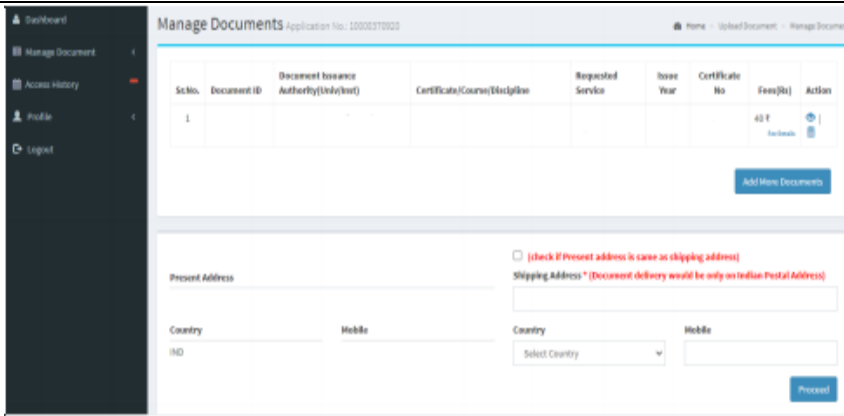
Provide necessary details and upload the scanned copy of certificates.

For the Tab – Payment Details, Under any other information, Enter the Transaction Id of Payment done 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