



# MADURAI KAMARAJ UNIVERSITY

(University with Potential for Excellence)

Re-accredited by NAAC with 'A' Grade in the 3<sup>rd</sup> Cycle



## Notification on E-Sanad services

**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.

**MKU E-Sanad service:** E-Sanad service of MKU mostly covers the verification of Consolidated Mark statements and Degree/ Provisional certificates. To utilize the MKU E-Sanad services follow the steps below:

**Step-1:** The applicant needs to visit the E-Sanad portal for Attestation/Apostille services. Register in and obtain login ID from E-Sanad portal <https://esanad.nic.in>

**Step- 2:** Get ready with the following documents and fees receipts in pdf format to upload on the E-Sanad portal.

1. Document to be verified (Consolidated Mark statements and Degree/ Provisional certificates)
2. Supporting documents, if any (**see Table 1**)
3. e-Sanad payment receipt for Rs. 40/Rs. 90 (**Procedure 2a**)
4. Document verification Fee receipt for Rs.1800 (**Procedure 2b**)

### **2a. Procedure: e-Sanad fees payment**

A sum of Rs.90/- per Apostille or Rs.40/- per Attestation needs to be paid to <https://esanad.nic.in>. After making a successful payment, the applicant needs to generate a payment receipt in pdf format.

### **2b. Procedure: Verification Fees payment**

A sum of Rs.1800/- per certificate to be verified needs to be paid to Madurai Kamaraj University through

<https://mkuniversity.ac.in/new/examination/e-SANAD>. After making a successful payment, the payment system automatically generates the fee receipt. The applicant needs to save the receipt copy in pdf format.

**Table 1: Details of document & relevant supporting documents.**

<b>Document to be verified</b>	Degree / Provisional Certificate	Consolidated Mark Statement
<b>Supporting Documents</b>	<i>Consolidated Mark statement</i>	No additional document needed

**Step 3:** Upload the document to be verified (Consolidated Mark statements Provisional Certificate / Degree Certificate) as one in PDF file, the supporting document as mentioned above as another single PDF, and other documents as mentioned in Step 2 on <https://esanad.nic.in> .

**Step 4:** E-Sanad service request, submitted to the E-sanad portal, reaches MKU E-sanad office.

**Step 5:** MKU E-Sanad Office verifies the document and files the report on the E-sanad portal.

**Step 6:** Ministry of External Affairs communicates to the applicant.

#### **The workflow in the E-Sanad portal**

- (a) Register in and obtain login ID from E-Sanad portal
- (b) Pay for Attestation/ Apostille processing fee and verification fee online.
- (c) Upload the verification, supporting documents, and payment receipts directly to the E-Sanad portal.
- (d) After the successful submission E-Sanad portal will generate its acknowledgment to the applicant.
- (e) E-sanad portal communicates to the applicant.

For further clarification contact:

#### **The Nodal Officer**

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# MADURAI KAMARAJ UNIVERSITY

Madurai- 625 021.

## **E-Sanad (Verification of Certificates)**

### **Instructions:**

1. University Fees payment through online and bank payment reference number is mandatory to complete the registration in the e-Sanad portal.
2. To avail Attestation/Apostille on academic awards, the candidate should register only with the E-Sanad portal, and no other procedure exists. Attested certificates will be sent directly to the candidates by the Ministry of External Affairs (MEA).
3. Submission of multiple candidates on single registration may lead to rejection of E-Sanad verification of certificates.

### **Notification on E-Sanad services**

The user should visit the E-Sanad Portal for Attestation/Apostille process URL: <https://esanad.nic.in> for registration

### **University Payment Gateway for Student and Others**

<https://mkuniversity.ac.in/new/epay>