

## NOTIFICATION ON E-SANAD SERVICES

“e-Sanad” is an initiative of Ministry of External Affairs, Government of India for Online Attestation and Apostile of documents. This is aimed at implementing online submission of documents with an ultimate objective to extend contactless, faceless and paperless document attestation and apostile services to the applicants. The process involves the completion of two steps.

### Step 1

- a) Visit our institution’s website [www.velsuniv.ac.in/esanad.asp](http://www.velsuniv.ac.in/esanad.asp)
- b) Click the link “e-Sanad”
- c) Fill in your Name, Registration Number, type of document to be attested/verified, contact details and proceed to pay Rs.1500/- as document verification fee.
- d) Download and save the online fee payment acknowledgement receipt.

### Step 2

- a) Keep the scanned copies of the documents to be Attested / Apostilled and the online fee payment receipt handy and ready.
- b) Register yourself as an applicant by visiting <https://esanad.nic.in/register> and login to the esanad web portal.
- c) Select the issuing authority state as TAMIL NADU
- d) Select “Vels Institute of Science, Technology and Advanced Studies”, in the On board Document Issuing Authority
- e) Select for Non Pre – verified Documents
- f) Fill the required details and upload the document to be Attested / Apostilled. In the “Any Other Information” tab, enter the Vels - VISTAS Fee payment Transaction ID.
- g) Then proceed to online payment for Attestation / Apostille processing fee to e-Sanad system. The User needs 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>



**CONTROLLER OF EXAMINATIONS**

### Contact details:

1. Ministry of External Affairs, New Delhi, Email : [support@mea.gov.in](mailto:support@mea.gov.in), Phone: 011-49018404
2. The Nodal Officer- ESANAD, Vels Institute of Science, Technology and Advanced Studies, Velan Nagar, P.V. Vaithiyalingam Road, Pallavaram, Chennai – 600 117. Ph: 9962506247, 044 2266 2500