

# MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH

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## Notification on e- Sanad services

e- Sanad: The e- Sanad is a platform for the Indian and Foreign Nationals to get the Attestation (accepted within India) and Apostille (acceptance in overseas) on Professional and Personal documents from concerned Document Issuing Authority (DIA) and Ministry of External Affairs (MEA), Govt. of India.

### PROCEDURE FOR APPLYING THROUGH E-SANAD

1. Keep soft copy of the Degree certificate in pdf format in your computer.
2. The User needs to pay the document verification fee of Rs. 1500 for each certificate / document to the University.
3. The User can pay the Document verification amount through Online using the payment Gateway
4. Student Name, Register No. and Purpose of payment should be mentioned as remarks in Transaction. After making payment, the User needs to note down the Transaction ID, Date and Time of transaction and amount of transaction. The transaction details need to be sent to the University at [coe@maher.ac.in](mailto:coe@maher.ac.in) along with soft copy of the Degree Certificate.
5. The User needs to visit e- Sanad Portal for Attestation / Apostille process  
URL: <https://esanad.nic.in> for registration
6. Procedure:
  - a. Payment of Certificate Verification fee to the University through Online mode
  - b. Register in the e-Sanad portal
  - c. Upload necessary documents in e- Sanad portal
  - d. Enter Transaction number of payment of Document verification fee to the University, Date of payment, Candidate's name in "Any other Information" column
  - e. 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 External Affairs
  - f. e- Sanad portal will generate its acknowledgement after successful payment.