



# SRI SANKARA ARTS AND SCIENCE COLLEGE

AUTONOMOUS

A Unit of Sri Kanchi Kamakoti Peetam Charitable Trust  
Affiliated to University of Madras  
ENATHUR, KANCHIPURAM – 631 561

## NOTIFICATION ON E-SANAD SERVICES

### About 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.

### Procedure to apply for Attestation / Verification on Educational Credentials:

Keep soft copy of the front page (only) of the certificate / mark sheet in pdf format in your Computer.

### Step to be followed for Payment (For Mark sheets only):

<b>Online Payment Details</b> The user needs to pay the document verification fees Rs.1500/- per Mark sheet only to the college. <b>Note: For Provisional or Degree Certificate, user should pay to the University of Madras.</b>	<b>Account Details</b> Account Name: Sri Sankara Arts and Science College Examination Savings Account No: 6371353664 IFSC Code: IDIB000S145 Bank Name: Indian Bank Branch: SCSVM University Campus – Enathur, Kanchipuram.
<b>Contact Details</b>	The Controller of Examinations Sri Sankara Arts and Science College (Autonomous) Enathur, Kanchipuram - 631 561. Website: <a href="http://www.sankaracollege.net">http://www.sankaracollege.net</a> e-Mail: <a href="mailto:coe@sankaracollege.edu.in">coe@sankaracollege.edu.in</a> Phone: 044 - 27264071

### Steps to be followed in Sri Sankara Arts and Science College Portal:

**It will be updated soon**

Send an email to [coe@sankaracollege.edu.in](mailto:coe@sankaracollege.edu.in) with the following details.

Student's Name :

Course studied :

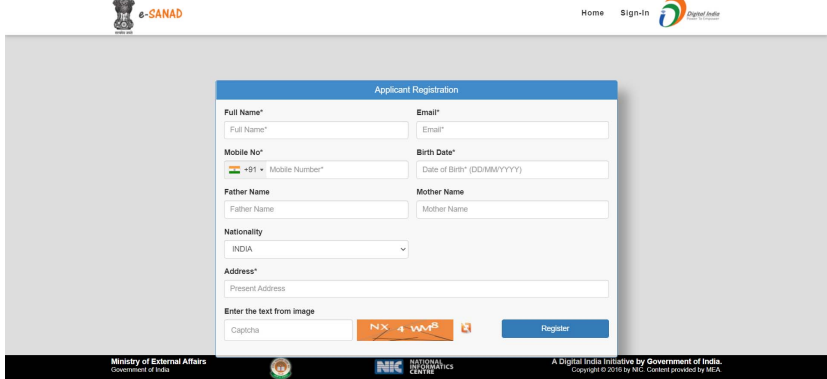
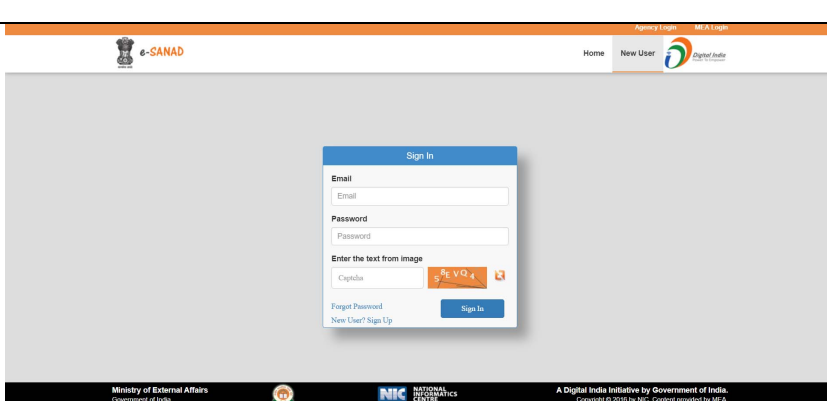
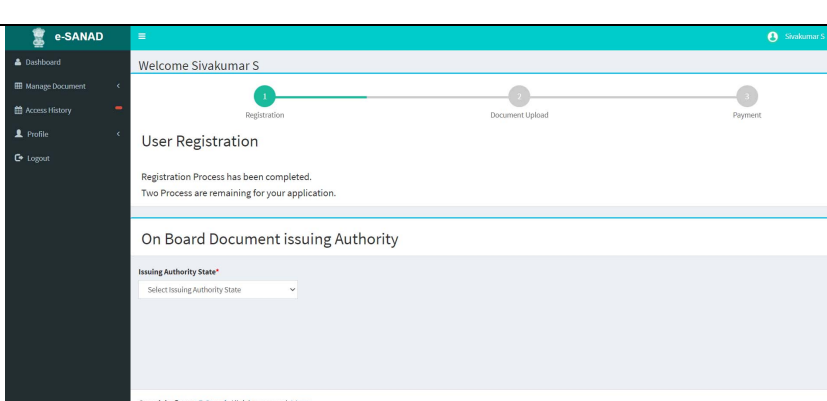
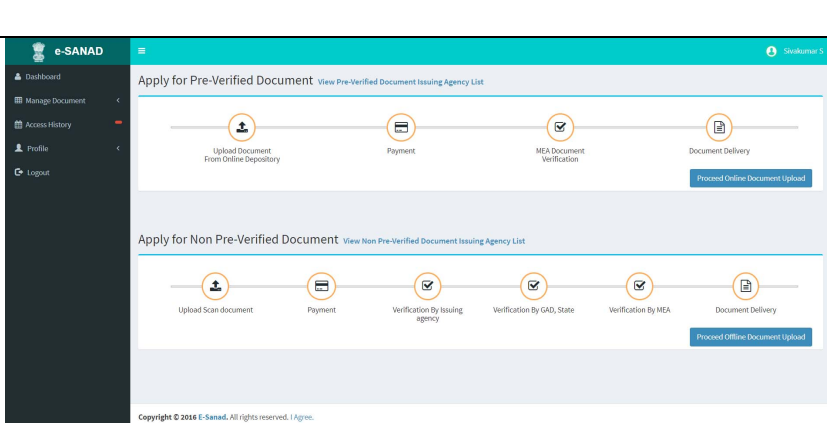
Registration No.:

Amount paid : Rs. \_\_\_\_\_

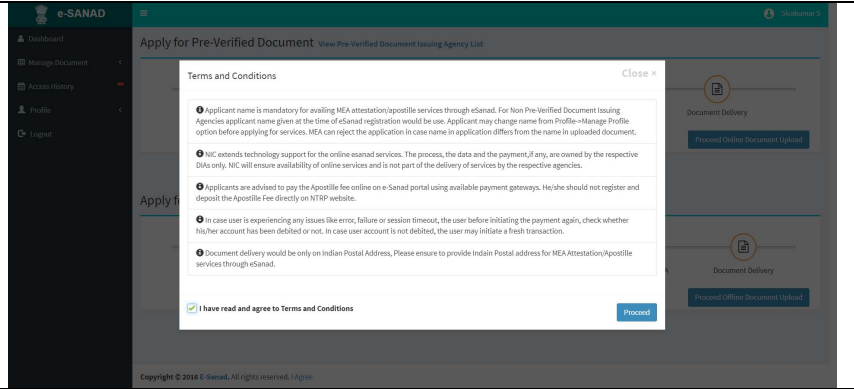
Payment Date :

UTR No. : \_\_\_\_\_

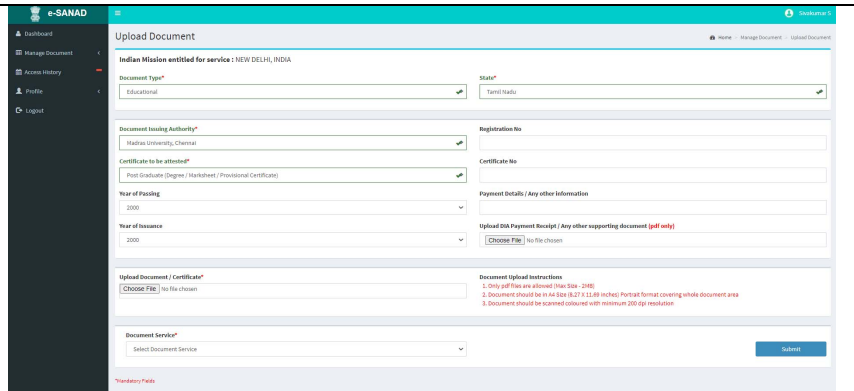
**Steps to be followed in e-Sanad portal:**

<p><b>Step 1</b>  <b>URL:</b>  <a href="https://esanad.nic.in/register">https://esanad.nic.in/register</a></p> <p>The student has to register in the portal</p>	
<p><b>Step 2</b>  <b>Login to the e-Sanad portal through the URL:</b>  <a href="https://esanad.nic.in/userlogin">https://esanad.nic.in/userlogin</a>  with your login credentials</p>	
<p><b>Step 3</b>  <b>Select the issuing authority state as Tamil Nadu</b></p>	
<p><b>Step 4</b>  <b>Click Manage Document → Online Attestation from the side menu bar</b></p> <p>Select Apply for Non Pre - verified documents by clicking proceed Offline Document Upload option</p>	

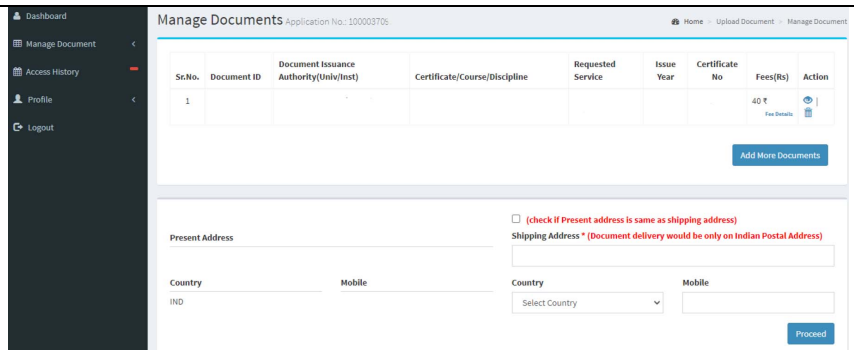
**Step 5**  
Tick the agree to Terms and Conditions box after reading it and click proceed button



**Step 6**  
Upload necessary details and documents to be verified and For the tab – Payment details /Any Other information – Mention Sri Sankara Arts and Science College for Mark sheets only. Mention University of Madras for Degree or Provisional certificates. **Transaction ID** for payment to be included.



**Step 7**  
Proceed for Payment to Ministry of External Affairs



**Contact details:**

Ministry of External Affairs,  
New Delhi email : [support@mea.gov.in](mailto:support@mea.gov.in)  
phone: 011 49018404

### Workflow in the e-Sanad portals are

- Upload the necessary Documents directly.
- 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.
- e-Sanad portal will generate its acknowledgement after the successful payment.