Chettinad Health City    **T** +91 44 4741 1000
Rajiv Gandhi Salai (OMR)    **E** info@care.edu.in
Kelambakkam, TN 603 103    **W** care.edu.in

**Chettinad**
**Academy**
of Research and Education
(Deemed to be University)

## Notification on E-Sanad Services

e-Sanad: The e-Sanad is a platform for the Indian and Foreign Nationals to get the Attestation/Apostlle on professional and Personal documents from concerned Document Issuing Authorities (DIA) and Ministry of External Affairs (MEA) Government of India.

Students please to note that submission of multiple candidates on single registration may lead to rejection of e-Sanad verification of certificates.

### Step No.1 - Steps to be followed in the University Portal.

The user needs to pay the document verification fee of Rs.1500/- per certificate to the University. This can be done through NEFT transfer towards the following:

| | | |
|---|---|---|
| Name of the Account | : | Chettinad Academy of Research and Education |
| Account Number | : | 34576992086 |
| Name of the Bank | : | State Bank of India |
| Name of the Branch | : | Padur |
| IFSC Code | : | SBIN0017181 |

The details need to be sent to the University email **esanad@care.edu.in** along with following:

| | | |
|---|---|---|
| Student Name | : | |
| Course Name | : | |
| Registration No. | : | |
| Amount paid | : | Rs.1500/- |
| UTR Reference No. | : | |

After making successful payment, the user needs to note down the Unique reference number generated from the payment portal. and save the online payment acknowledgement in PDF format.

For clarification please contact Nodal officer email id : **coe@care.edu.in**

**Step No.2 - Steps to be followed in the e-Sanad portal:**

Keep soft copy of the front page of the Degree Certificate in PDF format in your computer.

The user needs to register and login in e-Sanad Portal URL: https://esanad.nic.in

Workflow in the e-Sanad portal are:

(i)     Select the issuing authority state as TAMIL NADU.

(ii)    Select Chettinad Academy of Research and Education as the Document Issuing Authority (DIA)

(iii)   Select the Non -Pre verified documents.

(iv)    Fill the required details and upload both the document i.e. Degree Certificate and University online payment acknowledgment receipt in PDF format.

(v)     Then proceed to online payment for Attestation / Apostille processing fee to eSanad system. The user needs to pay Rs. 90/- per Apostille or Rs. 40/- for attestation to the Ministry of External Affairs.

(vi)    E-Sanad portal will generate its acknowledgement after the successful payment.

(vii)   To check your application status please visit https://esanad.nic.in/checkstatus

Submission of multiple candidates on single registration may lead to rejection of e-Sanad verification of credentials.

Note: Every candidate should separately register for their authentication of certificates/statements.

For Further information please contact;
Ministry of External Affairs New Delhi
Email:support@mea.gov.in
Phone:011-49018404

S. Jeyendrasarasswathi
REGISTRAR