

## PROCESS OF SHARING ACADEMIC RECORDS AVAILABLE IN NATIONAL ACADEMIC DEPOSITORY (NAD) FOR ONLINE APOSTILE / ATTESTATION THROUGH E-SANAD

### Background :-

NAD project is being implemented by (MHRD) through NSDL Database Management Limited (NDML). NAD has integrated with e-sanad of Ministry of External Affairs (MEA) for facilitating the NAD Accountholders to use their Digital Documents in NAD for the purpose of seeking online MEA Attestation without having to personally visit any office.

**e-Sanad** aims at providing a centralized platform for contactless, faceless, cashless and paperless document verification/attestation/apostille service for Indian citizens, foreigners who have obtained documents from document issuing authorities (DIAs) in India. These include all type of documents i.e personal, educational and commercial. The system ensures that the foreign employers/other verification agencies get digitally verified genuine documents.

The primary requirement for the attestation/apostille through e-Sanad is the availability of the document in NAD. Any certificate which is available in the account of a NAD registered student can be requested through e-Sanad. Important requirements for this would be:

Student should be registered on NAD;

Certificate is lodged by his / her Academic Institution in NAD;

Certificate records contains student's Aadhaar / NAD ID;

Certificate is accordingly linked to the student and is available in his / her account;

## Steps to be followed for online apostile / attestation of documents in NAD through NDML

- 1) Visit NAD Website and access your NAD account:
  - a. If already registered on NAD: Enter User ID and Password to log-in as Student on <https://nad.ndml.in/NAD/login.html> page.
  - b. If not registered on NAD as a student: Register as a student using <https://nad.ndml.in/NAD/newStudentRegistrationScreen.html>
- 2) Click on My Activities and then on Share Certificate. Below Page will get displayed.

The screenshot shows the NAD website interface. At the top, there are logos for NAD (National Academic Depository) and NSDL (National State Data Library). Below the logos, there is a navigation bar with 'My Activities' and 'My Account' tabs. The main content area is titled 'Share Certificates With Verifier' and contains a table with the following data:

NAD Certificate ID	Board / University Name	Course / Degree Name	Academic Month / Year	Certificate	Roll No.	Action
N100511810004755	Gauhati University, Guwahati	Bachelor of Business Administration	NOV 2017	Convocation	E-173970059	<input checked="" type="checkbox"/>
N100511810006066	Gauhati University, Guwahati	Bachelor of Business Administration	NOV 2017	Convocation	I-123970059	<input type="checkbox"/>
N107031710000088	University of Hyderabad, Hyderabad	5Year Integrated Master of Arts- Language Sciences	SEP 2016	Convocation	H109	<input type="checkbox"/>
N108471710038801	Vijayasagar University, Midnapore	Master of Science Bio-Medical & Laboratory Science & Management	JUN 2015	Convocation	ss001	<input type="checkbox"/>
N108501810000052	Jadavpur University, Kolkata	Doctor of Philosophy in Arts(Sociology)	JAN 2017	Convocation	5556	<input type="checkbox"/>
N987651810000230	Test University		MAY 2016	Convocation	4110001	<input type="checkbox"/>
N987651810000284	Test University		MAY 2016	Convocation	41100021	<input type="checkbox"/>

Below the table, there is a 'Verifier Details' section with dropdown menus for 'Type of verifier', 'Name of verifiers', and 'Reason for sharing'. A 'Share' button is located at the bottom of this section.

This page will display all academic awards of a student which are uploaded in NAD by respective Academic Institutions (AIs) through NSDL Database Management Limited (NDML) and mapped with his AADHAAR/NAD ID

- 3) In the column **Action** - tick on the checkbox against relevant certificate/academic award which is intended to be shared with e-sanad. Only

one certificate can be selected in a single request. If you need to get apostile / attestation for multiple certificates, create different transactions for each certificate.

- 4) Select the Type of verifier as- *Central Government*, name of verifier as *e-Sanad – Ministry of External Affairs (MEA)* and Reason for verification as *e-sanad- Ministry of External Affairs (MEA)*. The screenshots for this step are provided below:

The screenshot shows the NSDL NAD portal interface. At the top, there is a navigation bar with 'My Activities' and 'My Account' tabs. Below this is a table titled 'Share Certificates With Verifier' with the following columns: NAD Certificate ID, Board / University Name, Course / Degree Name, Academic Month / Year, Certificate, Roll No., and Action. The table contains several rows of certificate data. A dropdown menu is open over the 'Test University' field, showing a list of verifier options including 'India - Academic Institution', 'India & Foreign - Background Verification Agency', 'India - Bank', 'Foreign - Bank', 'Central Government', 'India - Employer', 'Foreign - Employer', 'Local government', 'State government', and 'Foreign - VISA Consulate'. The 'Central Government' option is highlighted. Below the dropdown is a 'Share' button.

NAD Certificate ID	Board / University Name	Course / Degree Name	Academic Month / Year	Certificate	Roll No.	Action
N100511810004755	Gauhati University, Guwahati	Bachelor of Business Administration	NOV 2017	Convocation	E-173970059	<input checked="" type="checkbox"/>
N100511810006066	Gauhati University, Guwahati	Bachelor of Business Administration	NOV 2017	Convocation	I-123970059	<input type="checkbox"/>
N107031710000096	University of Hyderabad, Hyderabad	5Year Integrated Master of Arts- Language Sciences	SEP 2016	Convocation	H109	<input type="checkbox"/>
N108471710033801	Vidyasagar University, Midnapore	Master of Science Bio-Medical & Laboratory Science & Management	JUN 2015	Convocation	99001	<input type="checkbox"/>
N108501810000052	Jadavpur University, Kolkata	Doctor of Philosophy in Arts(Sociology)	JAN 2017	Convocation	5556	<input type="checkbox"/>
N987651810000230	Test University		MAY 2016	Convocation	4110001	<input type="checkbox"/>
N987651810000264	Test University		MAY 2016	Convocation	41100021	<input type="checkbox"/>

http://10.250.10.73:NAD/verifier/shareCertificate.html

File Edit View Favorites Tools Help

Suggested Sites Login NAD

**NAD**  
NATIONAL ACADEMIC DEPOSITORY

**NSDL**  
Technology, Trust & Reach

Welcome, Sujit Kumar | You last visited: 15 May 2018 10:10 AM | (Entity Type - Certificate Holder)

My Activities My Account

### Share Certificates With Verifier

NAD Certificate ID	Board / University Name	Course / Degree Name	Academic Month / Year	Certificate	Roll No.	Action
N100511810004755	Gauhati University, Guwahati	Bachelor of Business Administration	NOV 2017	Convocation	E-173970059	<input checked="" type="checkbox"/>
N100511810006096	Gauhati University, Guwahati	Bachelor of Business Administration	NOV 2017	Convocation	I-123970059	<input type="checkbox"/>
N107031710000096	University of Hyderabad, Hyderabad	5Year Integrated Master of Arts- Language Sciences	SEP 2016	Convocation	H109	<input type="checkbox"/>
N108471710038801	Vidyasagar	Bio-Medical & Laboratory Science & Management	JUN 2015	Convocation	98001	<input type="checkbox"/>
N108501810000052	Jadavpur	Philosophy in Arts(Sociology)	JAN 2017	Convocation	5556	<input type="checkbox"/>
N987651810000230	Tel		MAY 2016	Convocation	4110001	<input type="checkbox"/>
N987651810000264	Tel		MAY 2016	Convocation	41100021	<input type="checkbox"/>

Type of verifier\*:  
Name of verifiers\*:  
Reason for sharing\*:

Verifier Details

Share

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### Share Certificates With Verifier


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N987651810000230	Tel		MAY 2016	Convocation	4110001	<input type="checkbox"/>
N987651810000264	Tel		MAY 2016	Convocation	41100021	<input type="checkbox"/>

Type of verifier\*:  
Name of verifiers\*:  
Reason for sharing\*:

Verifier Details

Share

- 5) A page as below will be displayed with a 6 character alpha numeric number which is depository transaction ID.



The screenshot shows a web browser window displaying the NAD verification interface. The page header includes the NAD logo, the Government of India emblem, and the NSDL logo. A navigation bar contains 'My Activities' and 'My Account'. Below this, a message states: 'Following NAD certificates have been successfully shared with verifier.' A table lists the following information:

Transaction No.	NAD Certificate ID	Board / University Name	Course / Degree Name	Academic Month / Year	Roll No.	Verifier
V85016	N100511810004755	Gauhati University, Guwahati	Bachelor of Business Administration	NOV 2017	E-173970059	Esanad-Ministry Of External Affairs(MEA)

- 6) Visit <https://esanad.nic.in> and follow the steps to raise an online request for apostile/attestation of the academic award. Enter the depository transaction ID (refer step 5 above) in the relevant screen/field and complete other steps wherein the document as selected by you in step 3 above would be made available by NDML to Ministry of External Affairs (MEA) for further processing of your request for online apostile/attestation. Following information would be required to be entered in e-Sanad while creating your request:

- Depository ID: Select NDML
- NAD ID: This is your account number in NAD
- NAD Certificate ID: This is the unique ID of the Certificate which is to be verified
- Depository Transaction ID: This is the ID issued by NDML NAD upon creation of verification request (Step 5)

There may be other relevant steps in e-Sanad such as providing details of addresses, making payment etc.

### **Contacts :-**

For any queries/clarifications on apostile/attestation please write on email ID [support@mea.gov.in](mailto:support@mea.gov.in) or call on 011-49018404.

For any queries/clarifications on online sharing of academic awards to esanad through NAD, please write on email ID [nad@nsdl.co.in](mailto:nad@nsdl.co.in) or call on 022-49142558/2593/2541.