## 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;

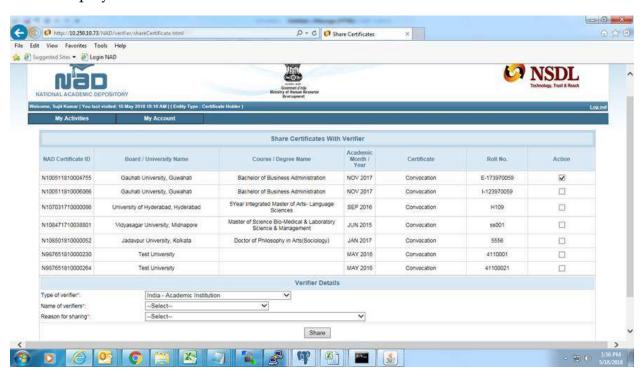


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## Steps to be followed for online apostile / attestation of documents in NAD through NDML

- 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 <a href="https://nad.ndml.in/NAD/newStudentRegistrationScreen.html">https://nad.ndml.in/NAD/newStudentRegistrationScreen.html</a>
- 2) Click on My Activities and then on Share Certificate. Below Page will get displayed.



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

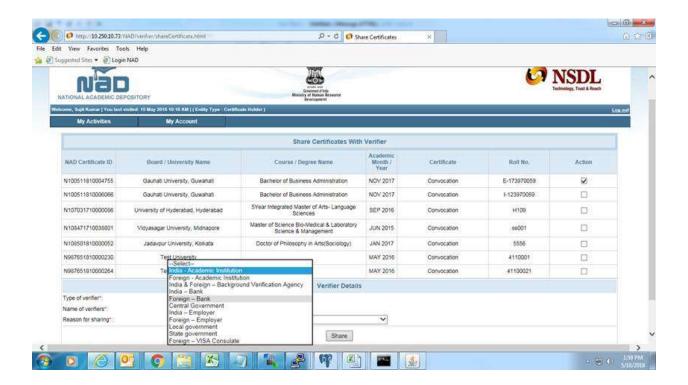






one certificate can be selected in a single request. If you need to get apostile / attestation for multiple certificates, create different transactions for each certificate.

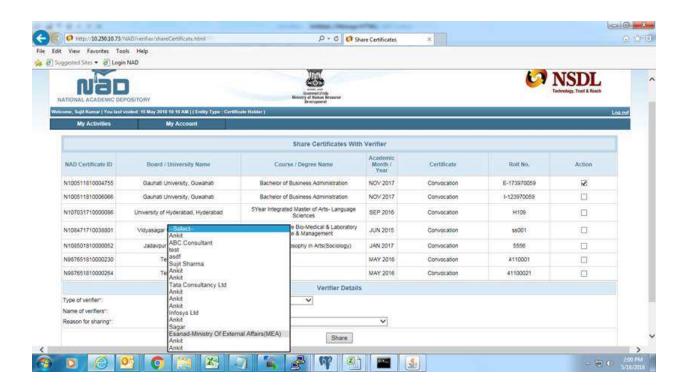
4) Select the Type of verifier as- *Central Government*, name of verifier as *e-Sanad – Ministry of External Affairs (MEA)* and Reason for verification *as e-sanad- Ministry of External Affairs (MEA)*. The screenshots for this step are provided below:

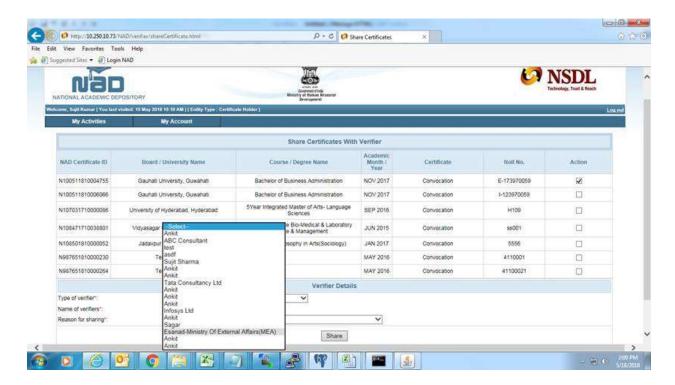










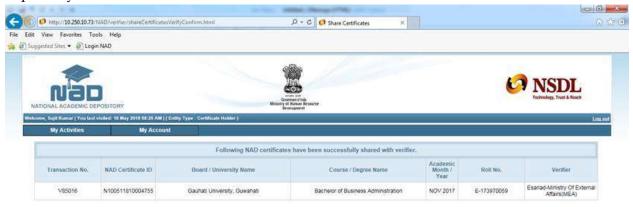


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5) A page as below will be displayed with a 6 character alpha numeric number which is depository transaction ID.





- 6) Visit <a href="https://esanad.nic.in">https://esanad.nic.in</a> 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:
  - a. Depository ID: Select NDML
  - b. NAD ID: This is your account number in NAD
  - c. NAD Certificate ID: This is the unique ID of the Certificate which is to be verified
  - d. Depository Transaction ID: This is the ID issued by NDML NAD upon creation of verification request (Step 5)





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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 <a href="mailto:support@mea.gov.in">support@mea.gov.in</a> or call on 011-49018404.

For any queries/clarifications on online sharing of academic awards to esanad through NAD, please write on email ID <a href="mailto:nad@nsdl.co.in">nad@nsdl.co.in</a> or call on 022-49142558/2593/2541.



