Step No. 1 (Payment of Fee to Institute)

- Please visit the following link to apply for education verification. A fee of Rs 472/- (inclusive GST) per request is required to be paid while applying on this link. https://campus.thapar.edu/psc/public/EMPLOYEE/SA/c/TIET_EV_FEE_MN.TIET_EV_FORM_CMP.GBL?

  For Any Assistance, Please Call at 18002024100 or email at dr_a@thapar.edu

Part B (Steps to be followed in eSanad portal)

Step No. 1 (Registration with eSanad portal)

- Register with the eSanad portal by accessing https://esanad.nic.in and in the home page, select Online services → Online Attestation → New User (Sign Up)
- Click on New User, Applicant Registration form will appear. Fill in all the details correctly and click on Register.
- After successful registration, password will be shared to your registered mobile number and email address.
- Now, you can login with registered email address as user name and password shared on your mobile number or email address prompting for change of password at first log in.

Step No. 2 (Scanning of Documents)

- Scan each original document / transcript separately (front side only) in colour with 200 DPI resolution with maximum size of 2 MB (each document) in portrait format with A4 size (8.27 x 11.69) inches and save as PDF in some folder in your system.
- The scanned image of each document / transcript should be clear and should be printable on A4 size paper sheet.

Step No. 3 (Uploading the documents & payment of fee to MEA for attestation / apostille service)

- Now login in eSanad portal and in home page follow the steps as under: -

Manage Document → Online Attestation → Apply for Non Pre-verified Document

- Fill in the form carefully and upload the scanned image of the document and the Institute verification fee receipt as supporting document.
- After successful upload of documents, pay online Ministry of External Affairs fee of Rs 40 (Rupees Forty) for Attestation and Rs 90 (Rupees Ninety) for Apostille of each document whichever is applicable.

- eSanad would generate acknowledgement with unique ARN (Application Registration Number) after successful submission. Save the acknowledge for future use.
- The status of the application can be checked with this ARN in eSanad portal under status enquiry option.