PROCEDURE TO APPLY FOR ATTESTATION/ VERIFICATION OF EDUCATIONAL DOCUMENTS

PART – A : Steps to be followed in VELS INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS) portal.

i. Register with E-mail at Vels Portal & Login :

www.velsuniv.ac.in/esanad.asp - Registration - Choose type of user at the top, either Company/ Consultancy/ Embassy/ Colleges or Student

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Register Request for Certificate Verification / Attestation.

ii. Click **Certificate Verification / Attestation Request->** choose Certificate for request, type Register number, Name, Graduation, Course, Class Obtained, Month & Year. Upload a scanned pdf copy of the certificate and Click Submit.

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iii. Certificate Verification / Attestation Request-> After Clicking Submit. It will display entered basic details. If any corrections needed, click Edit and do the required changes. If all the details are correct, click the check box Kindly verify your details before making the payment and click Pay Now to proceed for Verification / Attestation.

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iv. After clicking **Pay Now,** it will display page for making payment. Enter Billing information and Choose payment method and complete payment of Rs. 1500/-.

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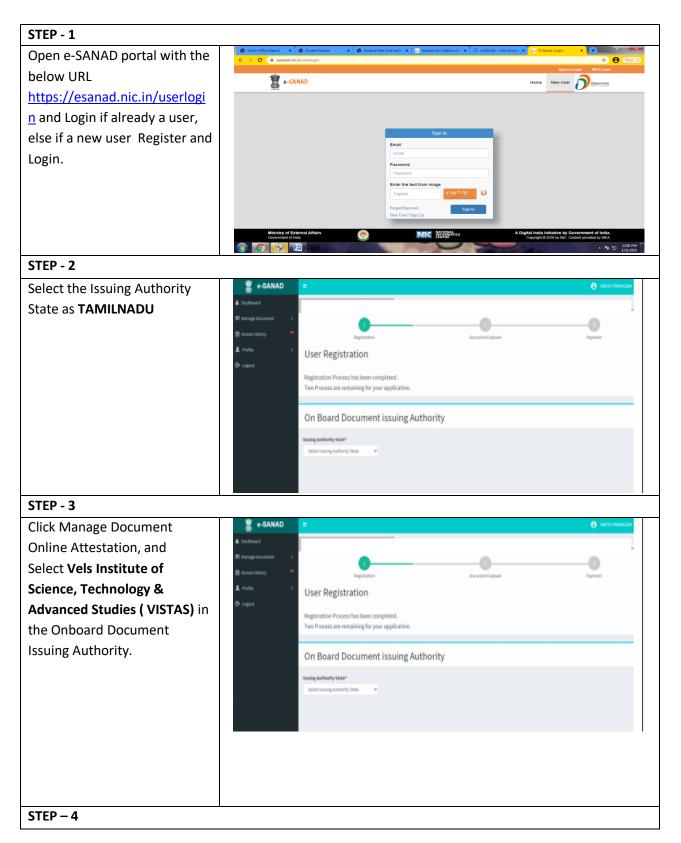
v. After successful payment it will display transaction status and Order Id as like below, a mail will be sent to the registered email id.

Note : Keep the Order Id safe, it has to be used for Registering at e-sanad portal.

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Contact Us :

VELS INSTITUTE OF SCIENCE, TECHNOLOGY AND ADVANCED STUDIES (VISTAS) Office of the Controller of Examinations Velan Nagar, P.V. Vaithiyalingam Road, Pallavaram, Chennai – 600 117, Chengalpattu District. E-mail : <u>coe@velsuniv.ac.in</u> Contact : 91-9962506247, 044 22662500



PART – B: Steps to be followed in e-SANAD portal.

