

**MANONMANIAM SUNDARANAR UNIVERSITY**  
**ABISHEKAPATTI, TIRUNELVELI – 12**

Website : [www.msuniv.ac.in](http://www.msuniv.ac.in)

Notification on e-Sanad services

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

Submission of multiple candidates on single registration may lead to rejection of e-sanad verification of certificates.

Step-1

The User needs to Pay the document verification fee Rs.1,500/-per certificate to the University. The User needs to visit examination link of Manonmaniam Sundaranar University website (<https://msuniv.ac.in/Examinations>). After making successful payment, the user needs to note down the Unique reference number generated from the portal.

Send an email to [coe@msuniv.ac.in](mailto:coe@msuniv.ac.in) , [genuine@msuniv.ac.in](mailto:genuine@msuniv.ac.in) with the following details.

Student's Name :  
Course studied :  
Registration No.:  
Amount paid : Rs.1500/-  
Payment Date :  
UTR No. : \_\_\_\_\_

For clarification, contact:  
The Assistant Registrar (GENUINENESS CERTIFICATE )  
Ph : 0462-2563133, 0462-2563139  
Email: [genuine@msuniv.ac.in](mailto:genuine@msuniv.ac.in)

Step-2

Keep soft copy of the front page (only) of the Degree certificate in pdf format in your Computer.

The User needs to visit e-Sanad Portal for Attestation/Apostille process  
URL : <https://esanad.nic.in> for registration

Workflow in the e-Sanad portals are

- (a) Upload the necessary Documents directly.
- (b) Online payment for Attestation/ Apostille processing fee to e-Sanad system. The User needs to Pay Rs.90/- per Apostille or Rs.40/- per Attestation to the Ministry of External Affairs.
- (c) e-Sanad portal will generate its acknowledgement after the successful payment

## e-Sanad - Workflow

*Applicant apply through online e-Sanad system for apostille/attestation after uploading documents, making University payment and MEA payment for apostille/attestation*



University (DIA) will verify the received online documents with their existing records through online e-Sanad system using their credentials



*University (DIA) will e-sign the documents using DSC and push the documents to state GAD department for verification and e-signing*



State GAD will verify the received online documents through online e-Sanad system using their credentials, e-signing the documents and push the documents to MEA for further processing



MEA will verify the received online documents through online e-Sanad system using their credentials, e-signing the documents, generate apostille/attestation, pasted on the online uploaded documents and send the hardcopy to the applicant through speed post



Applicant will receive their final Attested Document from MEA through speed post