Baba Farid University of Health Sciences, Faridkot

Notification on eSanad Services

eSanad is a digital platform for online Verification, Attestation / Apostille of educational documents like degree, diploma, marksheets etc. issued by Document Issuing Authorities (DIAs) in India. eSanad is a faceless, cashless and paperless system for verification of documents by DIAs and Directorate of Higher Education, Govt. of Punjab and subsequent attestation / apostilling by Ministry of External Affairs, Govt. of India.

https://esanad.nic.in is the URL of eSanad portal to avail online verification, attestation/ apostille services. Moreover, the following steps must be strictly followed to avail this online service.

Part A (Steps to be followed in university portal for payment of fees for verification)

Step No. 1 (Payment of Fee to University)

S. No.	Details	Amount
1	Fee for application Performa	Rs. 50.00
2	* Fee for transcript/verification of qualification (each time) 1 Set	Rs. 500.00*+18% (GST)
3	* Fee for official attestation of photocopies of the DMCs/ Certificate/ Diploma/ Degree (each time) 1set	Rs. 500.00*+18% (GST)
4	Fee for transcripts/verification of qualification attestation of photocopies of DMCs/Certificates/ Diploma Degree/ for candidate residing abroad (each time) Maximum 3 sets	Us Dollar 100 + 18% (GST) or equivalent in Indian rupees + (US Dollar 10 For Registered Post/US Dollar 30 For Speed Post) (Pay Postal Charges only if Verification Letter sent by Post)
5	Postal expenses for sending transcripts/verification of Qualification. Attested photocopies of DMCs/certificate/ Diploma/Degree (for each Institution each time) Within India.	Rs. 100.00 OR actual expenses whichever is higher

Note : * Please bring your original identity card (Passport/Adhar card etc.) for verification of documents if coming personally. Otherwise fees will be charges 100 US dollar.

Note: Mode of Payment:- Pay fee only through www.bfuhs.ac.in -> University Online System -> Pay Fee Online

- The soft copy / scanned copy of the fee receipt may be saved a PDF to be uploaded along with the documents to be verified by the Baba Farid University of Health Sciences, Faridkot.

For Any Assistance, Please Call

Phone No. 01639256232, 01639256236

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 and 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 Baba Farid University of Health Sciences, Faridkot 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.

Sd/-
Controller of Examinations