

**THE TAMIL NADU Dr.M.G.R. MEDICAL UNIVERSITY
No.69, ANNA SALAI, GUINDY, CHENNAI – 600 032.**

Ph: 22353574, 22353576 – 79, 22301760 – 63,22353094

Website: www.tnmgrmu.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

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.

Step -2

The User needs to Pay the document verification fee Rs.2,360/- (Rs.2000 +18% GST) per course to the University. The User needs to visit <https://tnmgrmu.ac.in/esanad.html> for University Payment Portal. After making payment, the User needs to note down the Unique number generated from the portal at the time of successful payment of Rs.2,360/- (Rs.2000 +18% GST) per course

Viz MG..... (UTR No.)

:2:

Send an email to certverify@tnmgrmu.ac.in with the following details.

Student's Name :

Course studied :

Registration No.:

Amount paid : Rs.2360 UTR No.: MG_____

dated :

Upload the receipt for Rs.2,360/- in the Supporting Document of e-Sanad portal.

If any user not remitting the above University prescribed fees, it will be closed after 5 working days from the date of receipt of application.

Role of e-Sanad Support Cell at the Tamil Nadu Dr. M.G.R. MEDICAL UNIVERSITY

Two University officials designated as in-charge of the system as follows.

- The Section Officer, Convocation section- Level-1 Officer
- The Assistant Registrar (Convocation)-Level-2 Officer
Ph 22353574,22353576-79
Ext. 225 Email: certverify@tnmgrmu.ac.in