

Government of India
Ministry of Human Resource Development
Department of Higher Education
A-1/W-3 Curzon Road Barracks, Kasturba Gandhi Marg
New Delhi

INSTRUCTIONS FOR FILLING UP OF APPLICATION FORM FOR AUTHENTICATION OF EDUCATIONAL CERTIFICATES/DIPLOMAS/DEGREES (FOR USE OF THE APPLICATION)

1. Timing for Authentication: 9.30 A.M to 1.30 P.M. on all working days.
2. The form can be downloaded from the website of the Department viz., <http://www.education.nic.in/circulars/attestation.asp> got photocopies/printed for use.
3. Normally, it is not necessary to get Board/University Certificates Degrees authenticated. **This application needs to be made only in respect of such foreign countries as require authentication of certificates/degrees issued by Indian Boards/Universities/Government bodies for purposes of Higher Education/Employment abroad.**
4. **The authentication needs to be done only prior to departure and getting visa.** It is not advisable to get authentication done either for searching for employment or in anticipation of getting jobs abroad.
5. (a) As a rule the prescribed application form should be completed, signed and presented by the applicant himself/herself, to whom the documents belong, during the specified timings and he/she should be ready to give any clarification/produce relevant documents as may be sought by the Authenticating Officer.
(b) **In special circumstances**, this form maybe filled in for outstation candidates by another person provided he/she is the applicant's spouse/close relative (to be established by means of the Passport/ Electoral Photo Identity Card (EPIC)/**PAN Card/Photo Identity Card issued by Central / State Government** and **produces the photocopy of the passport duly attested by the Indian Mission /Post abroad in respect of the person staying abroad. In this case, guidelines at S. No. 10 are also required to be complied with.**
(c) **In case, where spouse/close relative is not available for submitting the form for authentication, then the form for authentication of educational certificates, in question, may be accepted from any other person also for authentication, subject to the condition that the same would be got verified by the Ministry from the University/Board/Institution concerned and only, thereafter, the authentication would be done.**
6. Passport size photograph of the candidate to be affixed in the application form should be a recent one.
7. **The proof of identification of the candidate should be enclosed with the application form (only the Passport alongwith its photocopy is acceptable). Copies of the following pages are to be attached:**
 - (i) Photo page
 - (ii) Address page
 - (iii) Page containing parents' name
 - (iv) Page showing validity**In case of persons applying on behalf of certificates holder who is staying abroad, the photocopy of the relevant pages of his/her Passport as mentioned above duly attested / certified by the respective Indian Mission/ Post only will be accepted. If the qualification holder is in India, his/her Passport in original needs to be produced, by the person applying on behalf of certificate holder.**
8. The Ministry of Human Resource Development authenticates only in the back of original certificates/ degrees/ diplomas. A fee of Rs.50/- per certificate is to be paid in the form of postal

order. Postal orders are to be endorsed in the name of "Secretary, Department of Secondary and Higher Education", payable at the Post-Office at "New Delhi".

Wrongly filled postal orders will not be accepted.

9. Ministry of External Affairs, Consular Section, Patiala House, New Delhi further endorses the authentication.

10. **Proof of identification of persons submitting the forms on behalf of an applicant viz., Passport/ Electoral Photo Identity Card (EPIC)/PAN Card/Photo Identity Card issued by Central / State Government** alongwith a photocopy should be submitted. In case of passport, pages as mentioned in Sl. No.7 should be photocopied and submitted.

11. Foreigners applying for authentication should submit their original passport with a photocopy for verification. In case, a foreigner is applying on behalf of the applicant, he/she should attach his/her passport with photocopy besides that of the applicant.

12. If a certificate is in a language other than English or Hindi, Translated English version of the same duly attested by a Gazetted Officer only should be submitted.

13. One photocopy of the certificate to be authenticated is to be attached with the application for record. Original Mark-sheet(s) should be shown and photocopies should be attached along with the application form for authentication of the degree/ diploma certificate(s).

14. Before submission of documents for authentication the applicant should remove the lamination on the back of the certificate.

15. The individuals coming personally for getting their educational certificates authenticated, will have to collect the authenticated certificates the same day. This Ministry is not responsible for certificates not collected.

16. Ministry is not responsible for any delay in authentication and the consequences arising out of that.

17. Do not contact any outsiders. Contact only the staff at the counter for any information/ clarifications.

18. The Ministry of Human Resource Development reserves the right to refuse authentication without assigning any reason, whatsoever.

19. (a) **Prior to May, 2005, the certificates/ degrees/ diplomas issued in Andhra Pradesh were requested to be got attested from the "General Administration Department (GAD)" of the State Government of Andhra Pradesh, Hyderabad.**

(b) **After May 2005, the State Government of Andhra Pradesh has started authentication of educational documents/ qualifications issued in Andhra Pradesh. Hence, such authenticated certificates need not be submitted to Department of Secondary & Higher Education, MHRD for authentication again and, instead, should be submitted to Ministry of External Affairs, Consular Section, Patiala House, New Delhi for counter signature.**

(c) **All the State Governments/UT Administrations have been delegated the powers of authentication.**

20. All certificates / degrees / diplomas issued by Karnataka University, Dharwad should be got reconfirmed about its genuineness from the Registrar of that University, before submission to this Ministry for authentication.

21. In case of Doctors/ Nurses/ Pharmacists, it is necessary to submit photocopy of the Registration Certificate, original of which should be shown for verification of the photocopy.

22. Normally, mark-sheets are not authenticated. **Only the final qualification is authenticated. In the case of students going abroad for higher studies final qualification/ certificate(s) along with mark-sheets/ transcripts can be authenticated if proof is submitted for having got admission/ call letter from an educational institution abroad.**

23. Before authenticating any document, the Department reserves the right to get it verified from the authority concerned.

24. In case, fake certificates are presented, the fake certificates will be seized and action will be taken against all concerned under the CrPC. Similarly, the certificates submitted for authentication, in violation of these guidelines, will also be seized.

THE FOLLOWING DOCUMENTS ARE NOT AUTHENTICATED

1. **Documents, which have already been authenticated earlier by the Ministry.**
2. Mutilated documents/ Certificates.
3. Degree certificates in English unaccompanied by Hindi/ vernacular version or vice-versa where certificates are issued in more than one language.
4. **Provisional certificates** other than those issued by University/ Board/ Council are not authenticated. Provisional certificates, which are awarded by University/ Board/ Council, which are for courses completed **more than two years earlier**, are not authenticated. **However, this can be authenticated, if:**
 - (i) **a letter/ certificate is produced from the University/ Board concerned that it has not issued the original certificate(s) for that particular course so far, and the provisional certificate is genuine.**
 - (ii) **the mark-sheet in original is also produced with such provisional certificate.**
5. Mark-sheets.
6. Certificates issued in Andhra Pradesh, not attested by the General Administration Department (GAD) of State Govt. of Andhra Pradesh, Hyderabad.
7. Certificates of Degrees/ Diplomas issued by unrecognized Private Educational Institutions.
8. Certificates obtained from foreign Universities/ Institutions.
9. Thesis.
10. Translations of Educational qualifications expressed in foreign languages.
11. **Certificates issued by Schools/ Colleges including transfer certificates.**
12. Migration certificate, Special Certificate, Syllabus.
13. **Registration Certificates, Training Certificates.**
14. **Date of birth certificate other than school leaving certificate etc.**

15. Bona-fide student's certificate.
16. Service/ Experience certificates.
17. Marriage Certificate.
18. Correspondence between University/ Board/ Council etc.
19. Doctor's House Surgeon Certificates/ Internship Certificates.
20. If more than one version of a degree/ certificate has been issued by a university/ Board/ Institution in original, only one version will be authenticated.

Note: Authentication is done at the sole discretion of the authenticating officer. If any supporting document(s) required by him viz. Registration Certificate for Doctors/ Nurses/ Pharmacist, Mark-sheets/ Master Degree certificates for MS/ MD/ M.Phil/ Phd. etc., cannot be produced, authentication will be refused.