

**INSTRUCTIONS FOR FILLING UP OF APPLICATION FORM FOR AUTHENTICATION OF  
EDUCATIONAL CERTIFICATES/DIPLOMAS/ DEGREES (for use of the applicant)**

1. Timings 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 vi [www.education.nic.in/htmlweb/circulars/attestation.htm](http://www.education.nic.in/htmlweb/circulars/attestation.htm) or can be got photocopied/printed for use.
3. Normally it is not necessary to get Board/University Certificates/Degree 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. As a Rule **this 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. **In special circumstances, this form may be filled in for outstation candidates by another person, provided he/she is the applicant's spouse/close relative.**

✓ 6. **Passport size photograph** of the candidate **affixed** in the application form **should be recent.**

✓ 7. The proof of identification of the candidate should be attached with the application form. **(Original Ration Card/Passport/Electoral Card along with its photocopy is acceptable).** If passport is being given for identification, 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 the case of persons staying abroad passport only will be accepted as proof of identity.**

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 Education 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 applicant viz., Original Ration card / Passport / Electoral card alongwith a photocopy should be submitted. In case of passport, as mentioned in Sl. No. 6 should be photocopied and submitted.
11. Foreigners applying for authentication should submit their original passport with 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 authenticating the degree/diploma certificate(s).
14. Before submission of documents for authentication applicant should remove the lamination on the back of the certificate.
15. Authenticated certificates have to be collected on 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 an information.
18. The Ministry of Human Resource Development reserves the right to refuse authentication without assigning any reason.
19. (a) All certificates/degrees/diplomas issued in Andhra Pradesh should first 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 countersignature.  
(c) Besides Andhra Pradesh, 12 other State Governments namely, Punjab Haryana, Rajasthan, Bihar Uttar Pradesh, Madhya Pradesh, West Bengal, Gujarat, Maharashtra, Karnataka, Tamil Nadu and Kerala have also been delegated the power 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 Certificates, 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 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 not be returned and action will be taken against all concerned under the CrPC.