UNDERSTANDING THE STEPS IN THE ONLINE ATTESTATION PROCESS

STEP 1 – SELECT THE TYPE OF ATTESTATION

Educational Details

Select this if you want to attest **only** your Mark sheets, Transcripts & Degree/ Convocation Certificate. **(Should be affiliated to University of Mumbai)**
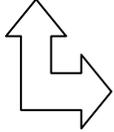
Bachelors

On Selecting Bachelors, You'll be able to upload **only** Bachelors Mark sheets, Transcripts & Degree/ Convocation Certificate
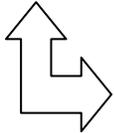
Masters

On Selecting Masters, You'll be able to upload Bachelors & Masters (both) Mark sheets, Transcripts & Degree/ Convocation Certificate

Instructional Method (Medium of Instructional Letter)

Select this if you want the University to issue a Medium of Instruction Letter. (English)

Curriculum

Select this if you want to attest your subjects/curriculum. **Kindly note – Curriculum is issued by the college**

KINDLY NOTE

- **Documents will be sent only on basis of the type of attestation selected.**
- **You can select any one or all three based on your requirement for attestation.**
- **You can check with the Agency/University where you are sending the documents, If you are unsure about the type of attestation**
- **Attestation for multiple degrees can be done in one single application. (Eg Bachelors & Masters together)**

STEP 2 – UPDATE YOUR BACHELORS/MASTERS INFORMATION

Enter your Bachelors Details

🔘 **Same stream and same college**

⚪ Different stream and different college (select this option incase you have graduated with either multiple courses or from multiple colleges)
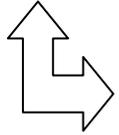
Same stream & Same College

Select this if there is no change in either your college or your stream during your bachelors or masters with University Of Mumbai
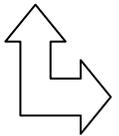
Different stream & Different College

In case if you have multiple degrees (B.Com + LLB OR B.Com + B.Ed OR any 2 bachelor degrees with University of Mumbai) OR if you changed your college mid-term, then you need to select this option)

Select College

Field of study ▼
Faculty detail is required

Examination pattern type ▼
Examination pattern is required
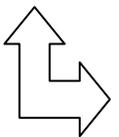
Select College

Input your College Name from where you graduated (Not the University Name). In case you have graduated or have diploma from University of Mumbai, then you need to input the department name. (E.g. IDOL, Department of Commerce. Etc). You can refer to your convocation certificate for the exact name of the college/ University department.
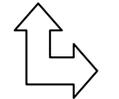
Field of Study

Input the field in which you graduated
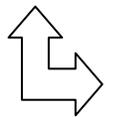
Examination Pattern

- **Semester – Select this if you have total of 6 marksheets (2 per year)**
- **Annual – Select this if you have total of 3 marksheets (1 per year)**

KINDLY NOTE

- **The same option is available under masters as well**
- **Your educational documents will be sent to the college selected by you for confirmation. Incorrect selection of college name will lead to rejection of the application.**

STEP 3 – UPLOAD YOUR BACHELORS/MASTERS MARKSHEETS

Upload your marksheet's

Bachelor information is not mandatory!!!...

Bachelors   Masters

Enter Your Bachelors Details :

Upload the marksheets for all the years depending on your examination pattern (Semester or Annual)... Including the ATKT marksheets

Sr.No.	Name of Pattern	Education	College Name	Upload
1.	First Year	Bachelors	K.C. College of Law, Churchgate	+ Upload

INSTRUCTIONS

- Upload your Bachelors & Masters Mark sheets as highlighted above in **RED**.
- You need to upload scan copies of original Mark sheets (Color copy only)
- You need to upload the Mark sheets for all the years (**Including ATKT**)
- File format should be either JPG, JPEG or PNG only **(PDF not allowed)**
- Please upload clear & legible scan copies
- File size should not exceed 7MB.

KINDLY NOTE

- **You have upload the documents which you want to get attested... Please check with the concerned agency/University (WES, ICES, CES etc) about the document checklist**
- **Applicants are advised to upload one page per TAB. Please do not merge two pages and upload in add more tab**
- **Your educational documents will be sent to the college selected by you for confirmation. Incorrect selection of college name will lead to rejection of the application.**

STEP 4 – UPLOAD YOUR BACHELORS/MASTERS TRANSCRIPTS & CONVOCATION

Upload Transcripts

Convocation Certificate

Bachelor Details

Master Details

INSTRUCTIONS

- **University does not issue transcripts. Please check with your respective college for all academic years** (**FY, SY & TY**). In case you have graduated from University of Mumbai, then you need to check with the concerned department.

- **Transcripts are mandatory. Without transcripts application will be rejected.**

- You need to upload scan copies of original Transcripts (Color copy only)

- File format should be either JPG, JPEG or PNG only **(PDF not allowed)**

- Upload documents as per their respective TABS

- Please upload clear & legible scan copies

- File size should not exceed 7MB.

Add More +

KINDLY NOTE

- **In case your transcript is of one page only, then upload the same page in all the years. In case if your transcript is of multiple pages then upload each page in each TAB. Any extra document can uploaded in the "ADD MORE" Tab. Do not merge any page. Upload individual pages.**

- **Your educational documents will be sent to the college selected by you for confirmation. Incorrect selection of college name will lead to rejection of the application.**

STEP 4 – SELECT THE APPROPRIATE PURPOSE

Purpose

- ICAS
- Educational Perspective
- IQAS
- CES
- MYIEE
- ICES

INSTRUCTIONS

- **It generally takes about 15 working to process the application. It is contingent to college confirmation**
- **It's advisable to first know your purpose & then apply. Kindly check all the purposes, before selecting.**
- University is not responsible about the document requirement of the concerned agencies. Any additional document requirement after the application is complete will be considered a fresh application.
- Digitally signed copies will be sent to the concerned agency depending on your purpose
- Select relevant purpose based on where you want to send the attested documents
- Once documents are sent you'll be notified on the home page of the portal
- **You need to input you reference number after the code MU –**

Note : Document uploaded will be provided to the concerned agency/university , university does not check if your document meet their requirements.

NO

MU-
Enter 8-digit numeric values.

E-mail

SAVE

KINDLY NOTE

- **Reference number is the unique id based on which the concerned agency/university will identify your documents. You should have the reference number ready before applying for attestation.**
- **Files go to the concerned agency in the format they desire, Only if the selected purpose is correct**
- **Do not input your personal email id, otherwise the application will be rejected**
- **It's advisable to first know your purpose & then apply.**

GENERAL QUERIES

- **Can I get a copy for myself?**
  - Sorry, that's not possible. University has discontinued it. You need to input the agency details so that digitally signed documents are sent to them directly from the official university id

- **I do not have Transcripts; will the University issue us Transcripts?**
  - The University does not issue transcripts. They are issued by the respective colleges. It's the college's duty to issue transcripts for all academic years **(Even for the final year, in-spite exams being held by the University). In case you are a University pass-out student,** then you need to check with the concerned department.

- **What is the university's role in this process if it's not issuing transcripts?**
  - The University will verify/authenticate your credentials based on the documents uploaded by you. The documents are then digitally signed/ attested. These attested documents are then digitally sent to the concerned agency based on the purpose inputted by the applicant.

- **Where can I upload the Agency (WES, IQAS, etc) Request Form?**
  - You are not required to upload that form as it's not a mandatory document from the University side. Even if the document is uploaded, the same will be excluded before sending the other documents to the Agency/University

- **How do I track my application & how will I be informed about the status?**
  - Below is the sample of the application tracker. On every stage you would see it either ticked or unticked. Unticked meaning that stage in not complete. Below the different stages you would see REMARKS. These are the remarks for the application. You can take necessary action regarding the same.
  - Digitally signed copies will be sent to the concerned agency directly. You will be notified on the home page of portal.

Application Progress Bar

Pre-Application

✓ Documents —— ✓ Upload Marksheets & Transcript —— ✓ Purpose —— 4 Payment

Post-Application

Educational credential evaluators WES

1 Applied —— 2 verified —— 3 Signed —— 4 Sent to WES

Remarks :D.G. Ruparel College of Arts, Science and Commerce, Mahim confirmation OK
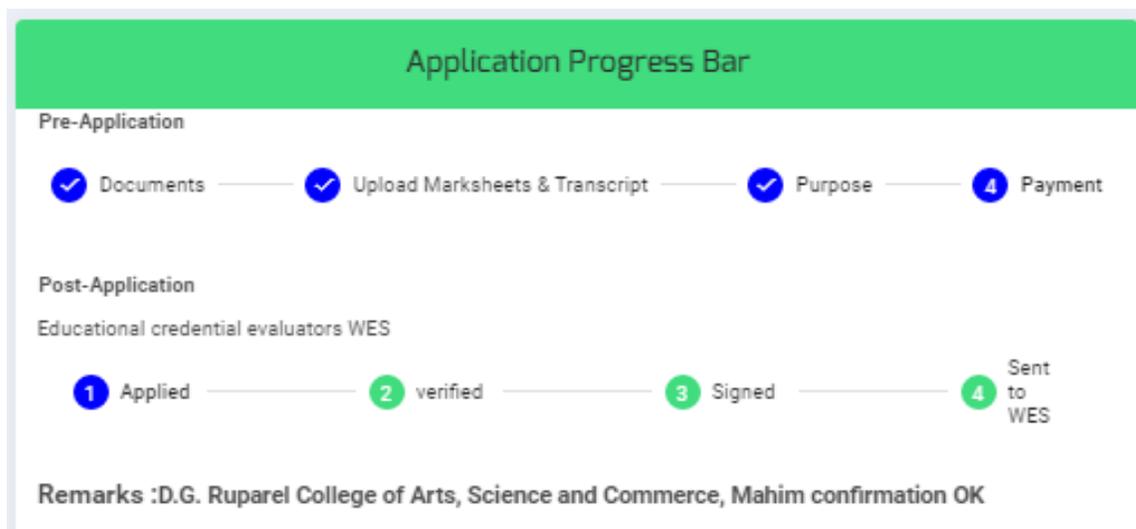
- **My University/Agency is asking for documents in a sealed envelope. What should I do?**
  - o Physical copies & Offline process has been permanently discontinued by the University of Mumbai. So you need to ask them for the online process. The online process has already been initiated with agencies like WES, CES, IQAS, NASBA etc

- **What are the fees for the entire process**
  - o It depends on various factors like – the type of attestation, purpose & the documents uploaded. Follow the steps online & the system will auto calculate the fees.

- **My Transcripts if of multiple/ one page only, how do I upload??**
  - o In case of one page, You can upload the same page in all the years. In case of multiple pages, You can upload one page each year and the rest pages can be uploaded using the "ADD MORE" TAB.

- **The agency where I am applying does not need Transcripts, Still the portal is asking for Transcripts**
  - o Transcripts are mandatory from university's perspective. Without transcripts application will not be processed. Hence before completing the application with the University for Attestation, you are advised to get the transcripts from the college. This will save your time.

- **My application is complete, Now what am I suppose to do?? Should I contact my home college about the verification or confirmation of the documents??**
  - o Yes you can do that for expediting the process. The documents uploaded by you are then sent to your home college for confirmation. Once confirmed by then, application will be processed. So ideally without college confirmation & transcripts, application will not be processed.

- **I am trying to upload my marksheets/transcript on the portal, but the page keeps on loading and does not move forward. What should I do??**
  - o Firstly, Kindly check the file format (Only jpg & png format allowed) & the file size (Below 7MB). Secondly, clear the cookies and try in incognito mode... and wait for a while before trying again.

- **What is the reference number?? Why is MU as the prefix??**
  - o Depending on the purpose where you are applying... Check with the concerned agency/University... They will only issue you a reference number. Reference number is the unique number thru which the agency/University **will identify your documents**. MU is the prefix by default to signify that the applicant if from Mumbai University.