UNDERSTANDING THE STEPS IN THE ONLINE ATTESTATION PROCESS

STEP 1 – SELECT THE TYPE OF ATTESTATION

Educational Details
select this option for attestation of Marksheets, Transcripts & Convocation Certificate

Instructional Letter (Medium of Instructional Letter)
(Refer to page no. 10)
select this option if you want the University to issue a medium of instructions eg:English,Hindi etc

Curriculum
select this option for subjects to be attested. Curriculum is issued by the college

Grade to Percentage Letter
Select this if you want to attest your Grade to Percentage. Kindly note – Grade to Percentage Letter is issued bythe college

Affiliation Letter **(Refer to page no. 11)**
Select this if you want the University to Issue a Letter stated your course is affiliated to Mumbai University.

Competency Letter
For Master of Foreign-Going Ship Examination ONLY (only for BSC Nautical Science students)

Letter For Name Change **(Refer to page no. 12)**
If there is mistake/change in your name in your marksheet (Father's or Mother's name missing) according to the passport and if you want to seek a letter of name change then kindly select the Letter of Name Change Proof.

Powered by **Edulab**®

1st step

Educational details

☑ Educational Details (select this option for attestation of marksheets, transcripts & Convocation Certificate)

☐ Medium of Instruction (In case you want letter(language) of medium of instructions eg: English,Hindi etc)

2nd step

☐ Curriculum (Incase you want the subjects to be attested. Curriculum is issued by the college)

☐ Grade to Percentage Letter

☐ Affiliation Letter

3rd step

☐ Certificate of Competency letter (For Master of Foreign-Going Ship Examination ONLY)

☐ Letter For Name Change (A Letter stating mothers name on marksheet and not on passport.)

4th step

Select Attestation For ▾   **Attestation for multiple degrees can be done in one application (eg Bachelors and Masters)**

Educational detail is required

Only Bachelor's

Only Master's + Bachelor's

Only PhD

Only Master's

5th step

PREV   NEXT

KINDLY NOTE

- **Documents will be sent only on the basis of the type of attestation selected.**
- **You can select any of the options 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)**
- **In order to send only Master's documents just select master details.**
- **In order to send only Bachelor's documents just select bachelor details.**
- **In order to send only Bachelor's + Master's documents just select bachelor's and master's details.**
- **In order to send only PHD documents just select PHD details.**

Powered by **Edulab**®

STEP 2 : UPDATE YOUR BACHELORS/MASTERS/PHD 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)

Select College

Field of study ▾

Examination pattern type ▾

SAVE

Annual

Semester

- ## Same stream & Same College

Select this if there is no change in either your college or your stream during your Bachelors or Masters or PHD with University Of Mumbai. **Select college from the drop down list ONLY,do not enter manually.**

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)

Select College

▬▬▬▬▬▬▬

Field of study ▾
Faculty detail is required

Examination pattern type ▾
▬▬▬▬▬

Select Year ▾

SAVE

(Select the last attended semester/year of the above selected college)

- ## 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 College/University of Mumbai) OR if you changed your college mid-term, then you need to select this option).Follow the same process for Masters.

3

- ## Select College

Input and select your College Name from where you graduated / Currently studying (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 (E.g. – Commerce, Science, Arts etc)

- ## Examination Pattern

Semester – Select this if you have been issued 2 marksheets per year
Annual – Select this if you have annual pattern (1marksheet per year)

KINDLY NOTE

- **Follow the same process if you have selected masters as well**
- **Do not write the college name manually; select the college name from the dropdown options, otherwise you will not be able to proceed with the application**
- **Your educational documents will be sent to your home college as selected by you for reconfirmation,without their conformation your application will not be processed**
- **Incorrect selection of college name will lead to rejection of the application.**

STEP 3 –UPLOAD YOUR BACHELORS / MASTERS / PHD MARKSHEETS

Upload your marksheet's

File name	Name of the College	Action
Bachelors_Science_First Year	Guru Nanak Institute of Management Studies, Matunga	+ Upload

Bachelors | *Masters*

INSTRUCTIONS

- **Upload your Bachelors Marksheets as shown above.**
- **You need to upload scanned copies of original Mark sheets (Color copy only)**
- **You need to upload the Mark sheets for all the years. If you want yo upload ATKT marksheets,then kindly upload in ADD MORE tab**
- **File format should be either JPG, JPEG, PNG,PDF**
- **Please upload clear & legible scan copies**
- **File size should not exceed 5MB.**

Upload your marksheet's

File name	Name of the College	Action
Masters_Science_First Year	Akbar Peerbhoy College of Commerce and Economics, Grant Road	+ Upload

Bachelors | *Masters*

INSTRUCTIONS

- **Upload your Masters Marksheets 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 If you want yo upload ATKT marksheets,then kindly upload in ADD MORE tab**
- **File format should be either JPG, JPEG, PNG,PDF.**
- **Please upload clear & legible scan copies**
- **File size should not exceed 5MB.**

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**
- **Mark sheets are mandatory if you select WES as the purpose.**
- **Applicants are advised to upload one page per TAB. Please do not upload any merged document.**
- **Additional Documents and ATKT mark sheets can be uploaded in the ADD MORE tab.**
- **Your educational documents will be sent to your home college as selected by you for reconfirmation. without their conformation ypur application will not be processed**
- **Incorrect selection of college name will lead to rejection of the application**

Powered by Edulab®

STEP 4 – UPLOAD YOUR BACHELORS/MASTERS TRANSCRIPTS AND CONVOCATION

Masters	Bachelors
Transcripts	∨
Convocation Certificates	∨

Add More **+**

INSTRUCTIONS

Transcripts are mandatory. Without transcripts, application will not be processed. Transcripts are valid for only one year from the issuance date

- **University does not issue transcripts. Transcripts will be issued by your respective college Bachelors / Masters, for all academic years (FY,SY,TY) .**
- **In case you have graduated from any department within University of Mumbai, then you need to check with the concerned department. (For E.g. Institute of Distance & Open Learning - IDOL, Department of Commerce & Physics)**
- **Transcripts are not mandatory if you select Instructional Details (MOI) in the first step**
- **You need to upload scan copies of original Transcripts (Color copy only)**
- **In case if you want to upload additional documents, then upload it in the ADD MORE tab.**
- **File format should be either JPG, JPEG, PNG or PDF (Merge PDF are not allowed)**
- **Upload documents as per their respective TABS**
- **Please upload clear & legible scan copies**
- **File size should not exceed 5MB.**

Masters		Bachelors
Transcripts		∧

Select College *
Akbar Peerbhoy College ... ▾   Enter Number of Pages 1   **OK**

File Name	College Name	Action
Masters_Science_Transcript Page 1	Akbar Peerbhoy College of Commerce and Economics, Grant Road	**+ Upload** 🗑

- **Input the number of pages of transcripts you have. In case the transcript is of multiple pages then upload each page in each TAB.**
- **Do not merge any page. Upload individual pages.**
- **Your educational documents will be sent to your home college as selected by you for reconfirmation. without their conformation your application will not be processed**
- **Incorrect selection of college name will lead to rejection of the application.**

STEP 5 – SELECT THE APPROPRIATE PURPOSE

- **Digitally signed and stamped copies will be sent directly to the concerned agency depending on your purpose**
- **Once the documents are sent, you'll be notified on the Dashboard of the portal after Login and you will receive an email too with a confirmation.**
- **It ideally takes about 15 working days to process the application, however it completely depends on the college confirmation**
- **Select relevant purpose based on where you want to send the attested documents.**
- **You need to input your reference number after the code MU - ____ (Reference number is the unique id based on which the concerned agency/university will identify your documents)**
- **Incase if you are not issued by a reference number, then you can input 'NA'**

Do not input your Personal e-mail Id as recipient e-mail Id. If found, the application will be rejected and you will have to apply again from Step 1 and pay the fees again.

Select Purpose ▼	Educational credential evaluators WES
	Further study
	Employment
	HRD For Attestation
	Visa
	ICAS

Input your Reference Number given by your concerned purpose

←

Note :1. Document uploaded will be provided to the concerned agency/university , university does not check if your document meet their requirements.

MU- [   ]
Enter numeric values.

E-mail [   ]

SAVE

Incase of Further Studies / Employment / Others , kindly fill the details according to the tabs provided

University Details

←

Note :1. Document uploaded will be provided to the concerned agency/university , university does not check if your document meet their requirements.

University Name	
Country	▾
Contact Person Name	
Contact Number	
Study ref.no (Input the reference number of the recipient University/Agency wherein you want to send the documents)	
E-mail	

SAVE

- **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.**

In case of selection of Educational Credential Evaluators WES as the purpose, you need to input the following details
- **First name,Last name ,Email ID**
- **Kindly note these details should be the same as registered on the WES Portal / WES Application. It could also be your personal Email Id. But ensure it is the same Email Id as registered in WES.**

FINAL STEP – PAYMENT PROCESS

After selecting the 'View Cart' button, you will be taken to the final step of Payment.

My Cart

←

University is not responsible for incorrect reference number/ Email ID
University is not responsible about the document requirement of the concerned agencies

Purpose	Email	Reference Number	Fees	Remove
				🗑

PREVIEW   PROCEED FOR PAYMENT

- **Fees once paid are non-refundable.**
- **The Fees amount is auto calculated according to the document, type of attestation and the purpose selected.**

Powered by Edulab®

Instructional Method (Medium of Instructional Letter)

Instructional Details

Instructional Details For Bachelor Degree

☑ Commerce → You see this tab by selecting field of study in the previous tab.

Form

Input Full Name of your college

College
⬇
Full name of college

Distinction
First Class → Select the class as per the marks obtained in the final year of your degre
Second Class
Third Class

Name

Input the full Name as per your Marksheet. MOI will be issued as per the name inputted by you.
⬆
Full Name as on marksheet

Specialization
course specialization → Input the details which of which you have Spealized in EG :- Media, Mechanical, Commerce etc

Year of Passing
Example - March, 2020 → Input the Month & Year when you completed your Degree.

Course

Input the Course name of your Degree. Eg - Bachelors of Arts, Mass media,Banking etc
⬆
course name

Duration of Course
Example - 3

SAVE

KINDLY NOTE

- **Details inputted by you cannot be changed once you save it.**
- **MOI will be printed as per the details inputted by you.**
- **Kindly refer to the table given below for Class Selection.**
- **In case of any changes after the completion of application, you will have to apply for a fresh one.**
- **After inputting all the details, kindly save the details and proceed ahead.**
- **Input the relevant purpose on the last step.**

Grade	Percentage	Grade Point	Class Category
O	Above 80	10	Distinction
A	70-79	9	Distinction
B	60-69	8	First Class
C	55-59	7	Second Class
D	50-54	6	Second Class
E	40-49	5	Pass Class
F	Below 40	0	Fail

Powered by Edulab®

Affiliation Letter

Affiliation Letter Details

Affiliation Letter Details

Affiliation Letter Details For Bachelor Degree

☐ Science

Form 1

Name
Full Name as on markshe

Course
course name

College
Full name of college

Specialization
course specialization

Duration of Course
Example - 3

Division/Class ▼

Year of Passing
Example - March, 2020

SAVE

KINDLY NOTE

- **Details inputted by you cannot be changed once you save it.**
- **Affiliation Letter will be printed as per the details inputted by you.**
- **In case of any changes after the completion of application, you will have to apply for a fresh one.**
- **After inputting all the details, kindly save the details and proceed ahead.**
- **Input the relevant purpose on the last step.**

Grade	Percentage	Grade Point	Class Category
O	Above 80	10	Distinction
A	70-79	9	Distinction
B	60-69	8	First Class
C	55-59	7	Second Class
D	50-54	6	Second Class
E	40-49	5	Pass Class
F	Below 40	0	Fail

Powered by Edulab®

Letter of Name Change

Name change proof   Letter for Mothers Name on Marksheet

Letter For Name Change

1. Kindly upload the first page of the passport.
2. Document to be uploaded in jpg, jpeg, png and pdf format only.
3. File size not exceeding 5MB..

First Name as per marksheet

Fathers Name as per marksheet

Mothers Name as per marksheet

Last Name as per marksheet

First Name as per Passport

Fathers Name as per Passport

Last Name as per Passport

SUBMIT

KINDLY NOTE

- **Details inputted by you cannot be changed once you save it.**
- **Letter of Name Change will be printed as per the details inputted by you.**
- **In case of any changes after the completion of application, you will have to apply for a fresh one.**
- **After inputting all the details, kindly save the details and proceed ahead.**
- **Input the relevant purpose on the last step.**

General Queries

Why my application is still pending ?

Your application is in pending stage because of the following reasons:

- If your transcripts are missing .The transcripts are mandatory on the portal. Without transcripts, application will not be processed.Transcripts are valid for only one year from the issuance date
- Its probably because your college has not verified the documents. Without their confirmation application will not be processed.

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

My University/Agency is asking for documents in a sealed envelope. What should I do?

- 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
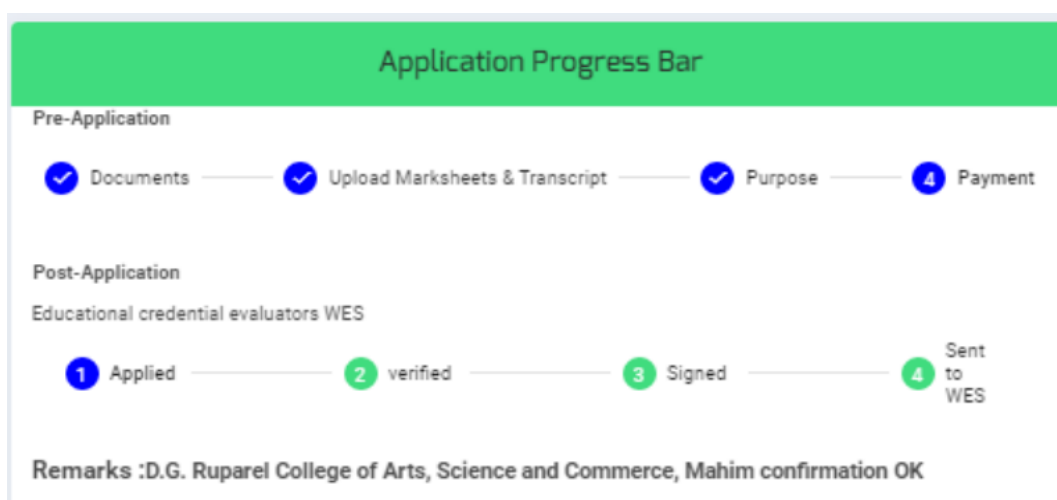
What are the fees for the entire process

- 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.

General Queries

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

The agency where I am applying does not need Transcripts, Still the portal is asking for Transcripts

- 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.

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??

- 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.

Powered by Edulab®

General Queries

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??

- Firstly, Kindly check the file format (Only jpg & png format allowed) & the file size (Below 5MB). 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??

- 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.

How to cancel an application?

- Once an application is made, it cannot be withdrawn / cancelled. No refund will be initiated under any circumstances. You may choose to leave your application unattended and within 6 months' duration, it shall automatically expire.