Saudi Certificate Attestation - Process & Requirements

Educational Certificate Attestation: Professional Applicants such as Engineer, Technician, Accountant, Computer Programmer, Systems Analyst, Finance Analyst, Banking Expert, all Senior/professional positions must be holding relevant degree certificates <u>matching exactly with the visa profession</u> which have to be attested / authenticated from HRD, MEA (Govt. of India), Saudi Culture Attaché and Saudi Embassy, New Delhi. (Click for *samples of certificate attestations* <u>Sample 1</u>, <u>Sample 2</u>)

Degree should be earned through Full Time/Regular Mode only (SACA- Saudi Arabia Cultural Attaché does not attest any degree/certificate/diploma earned through online/distance/private mode). They are not attesting Deemed University Degrees also.

Sikkim Manipal, IGNOU (Indira Gandhi National Open University) etc.. degrees not possible to attest.

Note: 1. The HRD attestation of the Certificate has to be done by the candidate themselves or by his blood relations; from the State where the Certificate issuing University / Board is situated. Agents are not allowed to do this attestation. The procedure for the HRD attestation will vary from State to State. Candidates have to contact the **HRD Dept. in their respective State Secretariats**; (Click for Hrd Addresses) to know more details on this preliminary attestation on the certificate. Usually the State HRD dept. will put a seal with the unique word "AUTHENTICATED" on the back side of the Certificate.

Once HRD is completed, the candidate has to courier us (preferably by Blue Dart) the following which are the requirements for the balance MEA, Saudi Cultural Attaché and Saudi Embassy Attestations. **Also Candidate's Contact No. and Email id has to be provided**.

- 1. Original Degree Certificate (which matches with the visa) with HRD attestation.
- 2. Copies of all mark lists of the above degree.
- 3. Offer Letter or Employment Contract in original duly attested by the Saudi Chamber of Commerce (COC) and Saudi Ministry of Foreign Affairs (MOFA) (click for sample) Offer Letter or Employment Contract should contain;
 a) Desenent no. of the condidate

a) Passport no. of the candidate.

b) The issue date should be within last 6 months.

c) The designation / job position mentioned in the offer letter / employment contract should match with the certificate of the candidate.

d) At the time of Certificate submission, the offer letter should have at least 2 months validity (should not be more than, 4 months old from the date of issue)

- 4. Passport Copy (First and Last Page)
- 5. DD (Demand Draft) for the specified amount drawn in the name of the University for the Verification Letter. (DD details like – whose name it has to be made, for how much amount, where and which bank payable – are to be taken from the concerned University.) The DD has to be taken <u>directly by the</u> <u>candidate from the University specified bank</u> (it should not be taken by the agent... DD taken by Agent won't be accepted by the Saudi Cultural)
- 6. If a candidate is already in Saudi, then in addition to the attested offer letter/employment contract; an additional official request letter from the Saudi Company addressed to Saudi Embassy, New Delhi is also needed. This letter should state that the candidate is working with them and his certificate needs to be attested. This letter also needs to be attested by Saudi Chamber of Commerce (COC) and Ministry of Foreign Affairs (MOFA) and need in original. The issuing date should be within last 6 months. The letter should also contain the Passport no., Aqama no., Date of Joining and Position of the candidate. (See Sample) + Colored Aqama Copy
- 7. Copy of an ID proof (in addition to the passport copy) Copy of Pan Card, Election Card or Aadhar Card.
- 8. <u>Affidavit (Undertaking from the candidate on Governmental Stamp Paper about the degree genuineness</u>): All candidates applying for Saudi Certificate Attestations has to submit an affidavit duly signed in the following format, in Rs. 100 stamp paper. <u>It has to be Notarized from a Notary Public. It should contain candidate's photo.</u>

(Affidavit by the Applicant/ Candidate on a Non- Judicial Stamp Paper of Rs 10 to be duly attested by the Oath Commissioner/ Notary Public)

PHOTOGRAPH

AFFIDAVIT

	1	••••••	. S/O	·····	R/Ohaving	PAN
No		., di hereby solemnly	affirm a	nd declare as u	nder:-	

- 1. That I am seeking the attestation of the following document from the Office of Saudi Arabian Culture Attaché(SACA) through ROYAL TRAVELS
 - (a) Name of the University:
 - (b) Degree & Subject:
 - (c) Name of College:
 - (d) Year of Passing:
 - (e) Registration No:
 - (f) Roll No:
- 2. That I state and declare that the above stated documents belongs to me and is true and genuine and is issued by the concerned Authority/ University/Institution as mentioned on the same.
- That I state and certify that the said document bears the attestation on the concerned Authority/ ministries of Higher Education/ Ministry of HRD/MEA and the same is true, correct and genuine.
- 4. That I state that the copy of the said document as uploaded on the website of SACCA is true copy of its original.
- 5. That I state that I have applied for the verification of said documents through our ROYAL TRAVELS to the concerned authorities/Universities etc and in case it is applied Online, SACA will be provided with User ID and password. In case of manual/ by post (Only Where, will Provide SACA with the application and details of courier/post and handover the response/letter from the concerned Authority/ University/Educational Institution in original along with its

envelop verifying the authenticity of the document/degree/ diploma irrespective of whether the document/degree/diploma is declared Authentic or Fake in the said letter)

6. I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is proved false/not true, I will have to face the punishment for PERJURY, CHEATING AND FORGERY amongst other offences as per the Law.

DEPONENT

(Candidate Name)

VERIFICATION

Verified at Delhi on this day of, 2015, that the contents of my affidavit are true to my knowledge and belief.

DEPONENT.

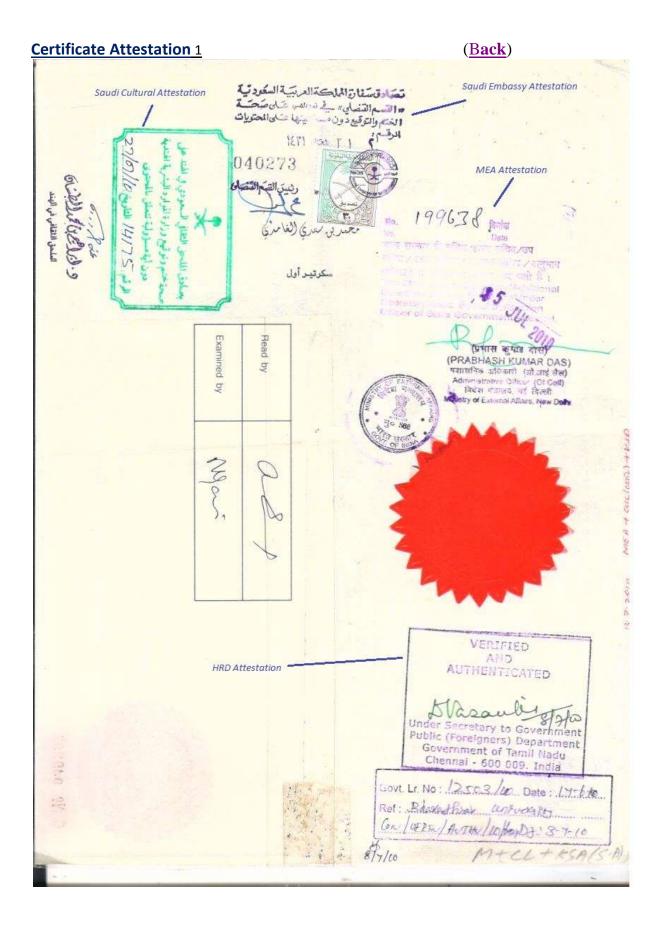
<u>Once We receive the above documents</u>; we through our Delhi associates, will submit all the scanned copies of the above documents at the Saudi Cultural Attaché's Authorized Website. After preliminary verification of the scanned documents, Saudi Cultural will intimate to submit to them; the necessary DD for procuring the Independent / Third Party, Verification Letter for the Degree / Diploma from the respective University / Board.

Then the Saudi Cultural Attaché will directly contact the University / Board, for the verification of the Degree / Diploma.

Generally it takes about 3 months or more, to complete the Saudi Attestations once we receive all the above documents.

Special Note: 1. Nowadays Saudi Cultural Attaché is directly contacting the concerned Universities for the said verification letter. So it takes more time to complete the attestation – about 3 months or more. About this correspondence of Saudi Cultural and University – Saudi Cultural is not giving any update or follow up. So once the documents are submitted at Saudi Cultural, we have to wait patiently for about 3 months or more – until they respond.

2. Saudi Embassy / Cultural Attaché officials frequently change rules regarding the requirements/documents/ Verification Letters needed for Saudi Certificate Attestations. So, we ACS is not responsible for the unexpected delays caused by the last minute change / additional requirement put up by Saudi Authorities.



Certificate Attestation 2



<u>Offer Letter – Sample</u>

(<u>Back</u>)



Official Letter to Saudi Embassy requesting Certificate Attestation (Sample)(for Candidates already in Saudi)(Back)

شركة مصنع الشرق الأوسط للعدادات الكهر MIDDLE EAST ELECTRIC METER FACTORY CO. Member of KFB Holding Group عضو مجموعة خالد فهد البعيز القابضة C.R. 1010185944 C.C 132868 س ت ۱٬۱۰۱۸۵۹۶٤ غرفة ۸٬۸۳۱ Date: 18-07-2013 الموافق:2013/07/18 مال 14 / L المار ينه عاد The Royal Embassy السادة: سفارة المملكة العربية السعودية Kingdom of Saudi Arabia في تيودلهي , الهند New Delhi, تحيه طيبة وبعد ... India الموضوع: طلب تغيير م Request Letter سيدى العزيز، Dear Sir. هذا هو تأكيد على أن المهندس محمد عليم الدين This is certify that Eng. Mohammed شهيد الله يعمل لدينا كهرباني تركيب وصيانة Aleemuddin Shahdullah has been لوحات منذ سنة واحدة و رقم جواز سفره هو working as Electrical installation and J2817727 و الذي سوف ينتهى في -28-12 maintenance technician in Middle East 2020 م . ورخصة الإقامة رقم 2334390057 Electric Meter Co. since last one year. His الصادرة من الرياض، المملكة العربية السعودية and the same Passport No. is J2817727 وتاريخ انتهاء الصلاحية هو 2013-10-2013م will be expired on 28-12-2020. His Iqama .(~1434/12/16) No. is 2334390057 place of issue is Riyadh, KSA and date of expiry is 21-10-2013 (16-12-1434). وسنكون ممتنين إذا تفضلتم بتسجيل و المصادقة على شهادته المطلوبة لتغيير مهنته في المملكة We shall be grateful if you kindly attest العربية السعودية. his diploma required to change his profession in KSA. الشكر لكم مع خالص التقدير، Thanking you For. شركة مصنع الشرق الأوسط للعدادات الكهريانية Middle East Electric Meter Co **Executive Vice President** نانب الرنيس التتفيذى عبد الله محمد الخنيقر Abdullah Khenaifer فة التجارية الطبتاعية بالري الكير باليا ANU SAS 2013-6

HRD Attestation Details - Various States.

	ans – various States.	(Back)
State	HRD Attesting Authority	Procedure
Maharashtra (sample Maharashtra Hrd attestation)	Employment & Self Employment Department, 14th Floor, New Administration Building, Mantralaya, Mumbai – 400 032	 Get the Certificate verified from the University. Get it Notarized. Get GAD attestation from the General Administration Dept (GAD), 9th Floor, Mantralaya, Mumbai – 400 032. Get HRD attestation form the HRD dept. – Employment & Self Employment Dept., 14th Floor, New Administration Building,
Andhra Pradesh (Hyd. HRD Sample)	Special Secretary to Govt. (Protocol), General Administration Dept.,	Mantralaya, Mumbai – 400 032 Candidate or blood relatives has to directly contact this dept. with the original certificate.
Karnataka (Karnataka HRD Sample)	A. P. Secretariat, Hyderabad. <u>Karnataka HRD</u> has to be done from the Regional Commissioner, of the Revenue Region, under which the University comes. The Districts coming under concerned Regional Commissioners are as follows:-	Contact the concerned Regional Commissioner with 1. Original Certificate 2. Address Proof 3. Offer letter from the foreign company 4. DD for the verification letter of the concerned University 5. Application from (available with the concerned Commissioner) duly filled up.
	1)Bangalore Revenue Region : Bangalore Urban, Bangalore Rural, Ramanagar, Kolar, Chickballapur, Tumkur, Davangere, Chitradurga and Shimoga	
	2) Gulbarga Revenue Region : Gulbarga, Bidar, Raichur, Koppal and Bellary.	
	 Belgaum Revenue Region : Belgaum, Dharawad, Bijapur, Bagalkot, Uttar Kannada (Karwar), Haveri and Gadag. 	
	 4) Mysore Revenue Region : Mysore, Mandya, Hassan, Chickmagalur, Dakshina Kannada (Mangalore), Udupi, Kodagu and Chamaraja Nagar" 	
Kerala (Kerala HRD Sample)	The HRD attestation Centers at Kerala are, NORKA-ROOTS REGIONAL OFFICES CERTIFICATE AUTHENTICATION CENTRES	Candidates of all Kerala based universities can contact any of the Norka-Roots Centers, for their certificate authentication.
	THIRUVANANTHAPURAM Certificate Authentication Centre NORKA-ROOTS Lotus Villa Sasthamangalam Thiruvananthapuram Phone: 0471 2317950, 2317951 e_mail: cactvm@norkaroots.net	
	ERANAKULAM Certificate Authentication Centre NORKA-ROOTS V.M. Complex Building No. 41/1313 B C.P. Ummer Road, Cochin-35 Phone : 0484 2371830, 2371810 e_mail: <u>cacekm@norkaroots.net</u>	
	KOZHIKODE Certificate Authentication Centre NORKA-ROOTS 2nd Floor, Zamorin Square Link Road, Kozhikkode Phone : 0495 2304882, 2304885 Fax: 0495 2304883 e_mail: cacclt@norkaroots.net	
Tamil Nadu (<u>Tamil Nadu HRD</u> <u>Sample)</u>	Under Secretary to Govt., Public (Foreigners) Dept., Govt. of Tamil Nadu, Chennai – 600 009	Candidate or blood relatives has to directly contact this dept. with the original certificate.

State	HRD Attesting Authority	Procedure
Delhi	Govt. of N.C.T of Delhi,	Candidate or blood relatives has to directly contact this dept. with
(Delhi HRD Sample)	Directroate of Education,	the original certificate. They in turn will contact the University, and
	C4, Vasant Vihar,	authenticate the Certificate.
	New Delhi – 110 037.	
Uttar Pradesh	Joint Secretary,	Candidate or blood relatives has to directly contact this dept. with
(U. P. HRD Sample)	Dept. of Higher Education,	the original certificate.
	Govt. of Uttar Pradesh, Lucknow.	
Odisha	Additional Secretary to Govt.,	Candidate or blood relatives has to directly contact this dept. with
(Odisha HRD Sample)	Dept. of Higher Education,	the original certificate.
	Govt. of Odhisha.	
Bihar	Deputy Director (Higher Education),	Get certificate verified from the concerned institute, and contact
(Bihar HRD Sample)	Human Resources Development Dept.,	directly this dept.
	Govt. of Bihar, Patna, Bihar.	
Gujarat	Under Secretary, Education Dept.,	Certificate has to be verified from the concerned University and then
(Gujarat HRD Sample)	Govt. of Gujarat, Sachivalaya,	Education Dept. will authenticate it.
	Gandhinagar,	
Madhya Pradesh	Deputy Secretary,	Candidates has directly contact this dept. with the original degree /
(MP HRD Sample)	Dept. of Higher Education,	diploma.
	Govt. of Madhya Pradesh, Mantrayala Vallabh Bhavan, 3rd Floor	
	Bhopal	
Dunich	Director of Public Education (Colleges),	Candidate or blood relatives have to directly contact this dept. with
Punjab (Punjab HRD Sample)	Education Department,	the original certificate.
(Pulijao HKD Sallipie)	Punjab Government, Chandigarh.	the original certificate.
Rajasthan	Joint Secretary, Higher Education Dept-G IV,	Candidate or blood relatives have to directly contact this dept. with
(Rajasthan HRD Sample)	Secretariat, Jaipur, Rajasthan.	the original certificate.
West Bengal	Section Officer, Group A Service,	Candidate or blood relatives have to directly contact this dept. with
(WB HRD Sample)	Home FN & NRIS Dept., Govt. of West	the original certificate.
(WB TIKE Sample)	Bengal.	the original certificate.
Jharkhand	Dept. of Human Resources Development,	Candidate or blood relatives have to directly contact this dept. with
(Jharkhand HRD Sample)	State Govt. of Jharkhand.	the original certificate.
(<u>standing the sumple</u>)	Ranchi.	ine original contribute.
Chhattisgarh	Under Secretary, Govt. of Chhattisgarh,	Candidate or blood relatives have to directly contact this dept. with
(Chhattisgarh HRD Sample)	Home (Passport) Dept., Mantralaya,	the original certificate.
	Raipur, Chhattisgarh.	U
Other States		Contact directly at the HRD / Higher Education Dept. / Certificate
		Verification Dept., State Secretariat at the respective State Capital.





Karnataka HRD Sample



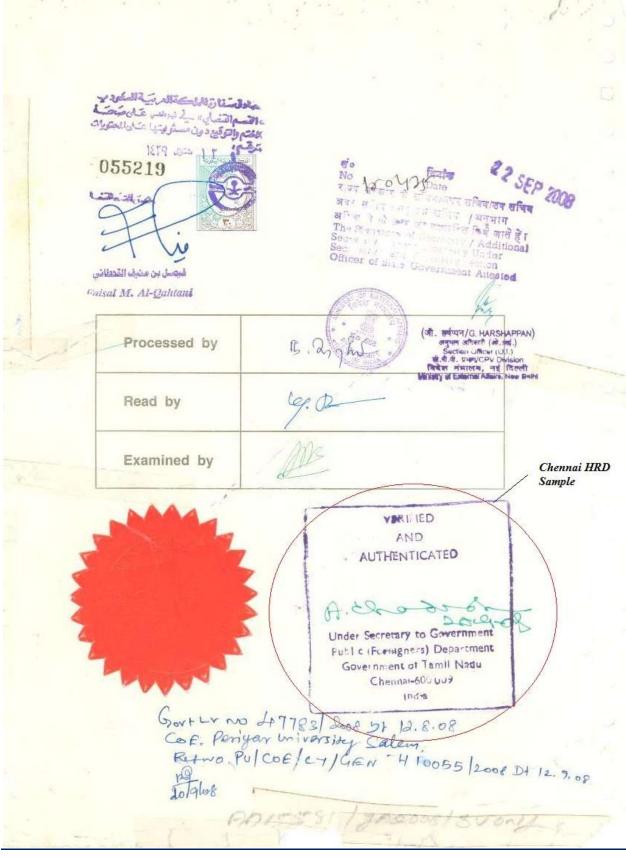
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V. R. RADHAKRISHNAN Deputy Secretary to Government of Kerala General Education Department Certificate Authentication Centre ERNAKULAM-35

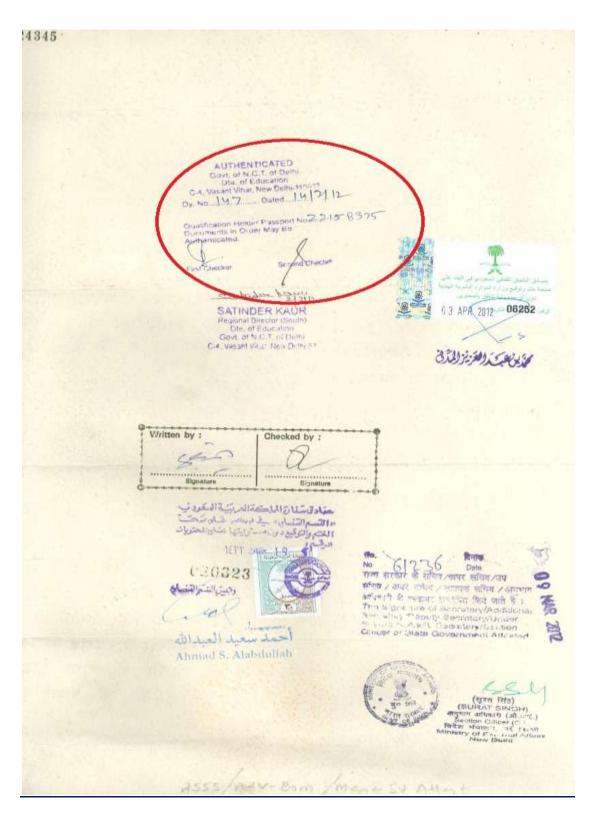


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Checked By	Balakriphman Al2
Asst Registrar Deputy Registr	

Tamil Nadu HRD Sample



Delhi HRD Sample

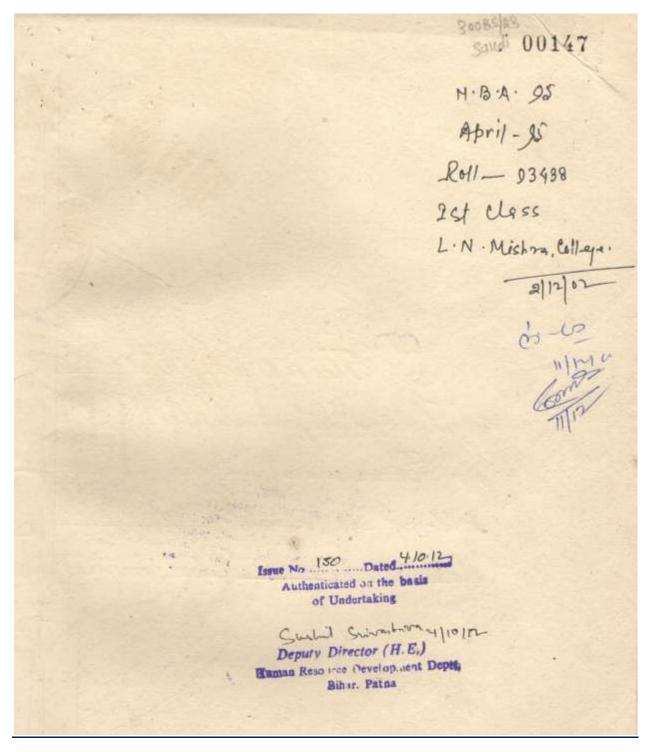




Odisha HRD Sample

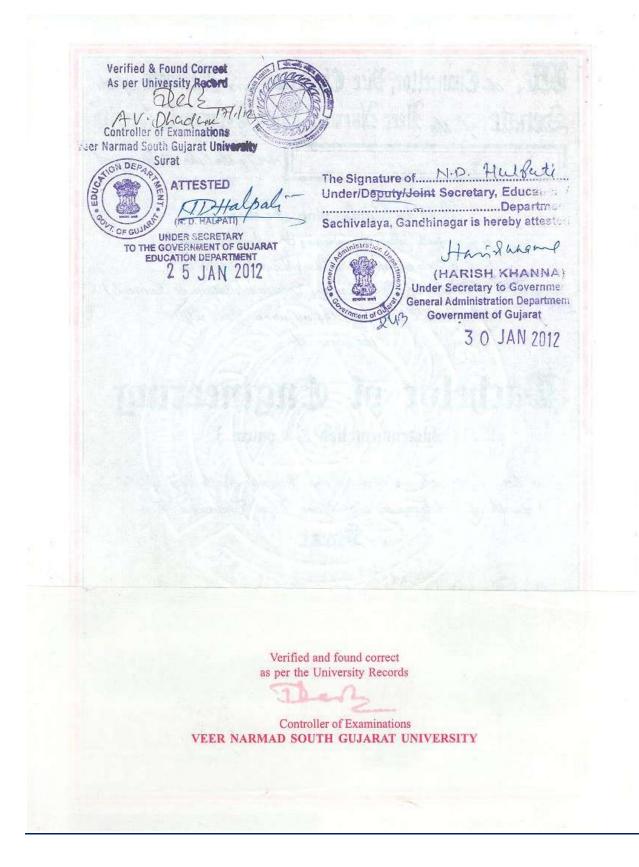
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Bihar HRD Sample



Gujarat HRD Sample

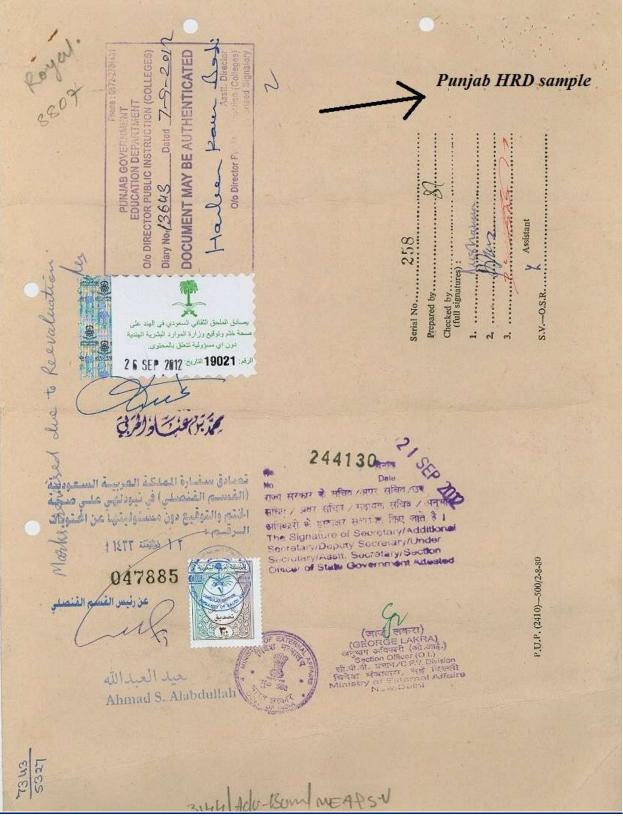
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Authenticated F No. 23-7/2008/38-2 Date Deputy Berentary. Gort of Mathya Pratesh. Higher Education Deput. Higher Education Deput. BHOPPA	A the state of the
1353 S.No. RGPV	
Checker's Full Name : <u>Viurant Durivedi</u> Signature	
Dy. Registrar (Exam) Issue No. RGPV/200 / / Date.	

Punjab HRD Sample



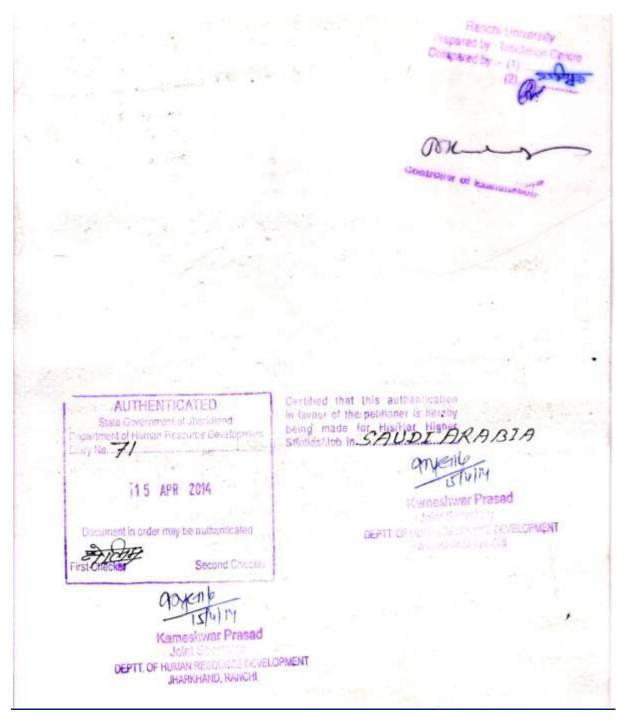
Rajasthan HRD Sample

Nº 4009 Written by Checked by **Rajasthan HRD** AUTHENTICAT State Government of R g Date S. 9/12 5.00 thenticated (Initialy 2 (Initial) First Checkey ad Cheche 05/9/12 Higher Education G A SAIPUR Secretaria Rei IS SER V بعسائق العلمق الثقافي السعودي في الهند مسعة علم وتوقيع وزارة الموارة البقررية ا دون أي مسؤولية التعاق بالسعلوي. OCT 2012 - 20102 -241714 (the **B**rill Date hla. राज्य सरकार के सचिव/जापर संशित्र/उप and Rither & Riter/Star Bird/Star effine/Star Riter / Renau Wite / Uption officially in Berner Render Rec With & I The Stepheture of Secretary/Medditorial Secretary/Deputy Soundary/Medditorial Secretary Soundary Soundary Secretary Soundary Secre م القنصلى) في نيودلهي عل (الم الختم والتوقيع دون مستدليتها عن ال وبات 2. 050050 IGI Ministri I Inder VI Ministri Amerikasi VI Ministri Amerikasi VI Ministri VI Externa Ministri VI Externa عن رئيس القسم القنص عبدالهادي سعيد الشهراني Abduihadi S. Alshahrani

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~1147/09 17.4.09. दिनाक 17 2000 04 No. 48810 5 Signewarp (3) above/overfeaf Date. lofare amound for authonitoradon **राज्य सरकार के स**चिव/अपर सचिव/उप by the Ministry of Esternal Attain Sovt. of backs सचिव/अवर सचिव/सहायक सचिव/अनुमांग अधिकारी के हस्ताक्षर किये जात है। B. Bhattacharya The Signature of Secretary/Additional Secretary/Leputy Secretary/Under B. Bhattacharys EXTER 0 Section Officer Secretary/Assit, Secretary/Section Group 'A' Service 117.4.09 Officer of State Government Home (FN & NRIS) Dapte Attested. Govi. of Weat Bengel DEBASHISH BISWAS BRANCH SECRETARIAT शाखा कार्रवालय Administrative Officer CALCUTTA कलकता Ministry of External Affairs Branch Secretarias Kolkata

Jharkhand HRD Sample



Chhattisgarh HRD Sample

