



EMBASSY OF ITALY NEW DELHI
REQUISITE DOCUMENTS FOR DoV
(DECLARATION OF VALUE - DICHIARAZIONE DI VALORE)

MANDATORY DOCUMENTS: Please show original documents at the time of submission of the application.	
1.	<ul style="list-style-type: none"> • Duly filled and signed DoV request form • Data Privacy Form
2.	Copy of the passport - first and last page
3.	<p>Final degree/school certificate in original with HRD authentication (SDM STAMP NOT ACCEPTED) and Apostille + <i>2 copies</i></p> <p>* Provisional certificates, in original with HRD authentication, issued by the relevant institution can be accepted if the final certificate has not yet been issued.</p> <p>For class 12 certificates a DigiLocker copy of the marksheet, with Apostille can be accepted + <i>2 copies</i></p> <p>(Please ensure that the NAME on the PASSPORT and NAME on the HIGHEST DEGREE/TRANSCRIPTS/MARKSHEETS is MATCHING).</p> <p>* A letter issued by Indian University/Institute or a “one and the same certificate” issued by the competent authority of your residential jurisdiction (Tehsildar/SDM), duly attested and apostilled, stating the matching, will be accepted (AFFIDAVITS WILL NOT BE ACCEPTED)</p>
4.	Original transcript/marksheet issued by the University/Institute, with HRD authentication and Apostille + <i>2 copies</i>
5.	For work/research purpose: Translation into Italian of the educational documents listed in points 3. and 4. + <i>1 copy</i>
6.	<p>For higher degrees (no attestation and/or Apostille needed):</p> <ul style="list-style-type: none"> • In case of Bachelor: a copy of class 12 certificate • In case of Master: a copy of class 12 certificate and Bachelor degree with its transcript/marksheet • In case of PHD: a copy of class 12 certificate, Bachelor degree and Master degree with its transcript/marksheet
7.	Information about the classification of the Indian University/Institute if private, autonomous or state governed.
8.	Information on prevailing grading/credit system/divisions criteria adopted by the Indian University/Institute (IN CASE not clearly mentioned or readable on the retro of the degree/transcript)
9.	For work/research purpose: Offer letter and/or work contract

10.	For study purpose: Copy of the pre-enrolment form (<i>if applicable</i>) and acceptance letter from the Italian University/Institute (PLEASE SUBMIT THE PRE-ENROLLMENT SUMMARY DOWNLOADED FROM THE OFFICIAL UNIVERSITALY PORTAL https://www.universitaly.it)
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Note:

- **Consular fees** – Please note that DoVs will be issued free of charge only for verified study reasons
- HRD Stamp - Regional Authentication Centre (Department of Education) of the State from which the degree has been obtained (E-Sanad attestation will not be accepted)
- Apostille can be obtained from the Ministry of External Affairs, Government of India <http://mea.gov.in/apostille.htm>
- In the Apostille, both the issuing authority of the Degree/Mark-sheet/Transcript (Chancellor / Vice-Chancellor / Controller of Examination, Registrar, Chairman, Secretary, etc.) and the attesting authority (Department of Education, HRD) should be mentioned.
- For translation of the authenticated and apostilled degree, kindly refer to the list of translators