



Consulate General of Italy  
KOLKATA

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### PROCEDURE FOR LEGALIZATION OF DOCUMENTS ISSUED IN NEPAL

The procedure for obtaining a legalization of a document/certificate issued in Nepal is as follows:

1. Attestation by Nepali authorities

The document/certificate first has to be attested by the Ministry of Foreign Affairs (MFA), Government of Nepal (Department of Consular Services).

2. Translation into Italian

In this connection, the applicant may contact the translator known to the Consulate General of Italy:

Mrs Claudia FAZIO

mob: 00977-9841278008 or email: [tortuga@mail.com.np](mailto:tortuga@mail.com.np)

*(The Consulate General of Italy in Kolkata does **not** accept any responsibility for the quality of translations done by the translator mentioned above).*

3. Despatch to the Consulate General of Italy in Kolkata

The following papers then have to be sent by courier to :  
Consulate General of Italy, 3 Raja Santosh Road, Alipore, KOLKATA 700027, INDIA:

-the document/certificate, in original, duly attested

-the translation

-a copy of the applicant's passport

-a covering letter stating the applicant's requirement and the purpose, with all the contacts (address, email, telephone)

-bank draft in Indian rupees, payable in Kolkata, in favour of "Consulate General of Italy" (not "Consulate General of Italy, Kolkata")

The fees (valid till 30 September 2015) are:

legalization of MFA signature on certificates of birth/marriage/death – **INR 640**


legalization of MFA signature on other certificates (relationship/police etc.) – **INR 1,200**

legalization of translation – **INR 640**

The applicant will be informed to collect the legalized documents either on the occasion of a consular visits to Nepal of officials of the Consul General of Italy in Kolkata or from VFS GLOBAL SERVICES (Ananda Shreei Niwas, Ward no. 3, Sankha Marg – 113, Near Maharajganj Police Station, Maharajganj, Kathmandu).

Kolkata, 14 July 2015



  
Cesare Bieller  
Consul General of Italy



Consulate General of Italy  
KOLKATA

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**PROCEDURE FOR DECLARATION OF VALUE OF ACADEMIC CERTIFICATES  
ISSUED IN NEPAL**

The procedure for obtaining a declaration of value of an academic certificate issued in Nepal is as follows:

1. Attestation by Nepali authorities

The degree/academic certificate, in original, should first be attested by the Ministry of Foreign Affairs, Government of Nepal (Department of Consular Services).

2. Translation into Italian

In this connection, the applicant may contact the translator known to the Consulate General of Italy:  
Mrs Claudia FAZIO

Mob: 00977-9841278008 or email: [tortuga@mail.com.np](mailto:tortuga@mail.com.np)

*(The Consulate General of Italy in Kolkata does **not** accept any responsibility for the quality of translations done by the translator mentioned above).*

3. Despatch to the Consulate General

The following papers then have to be sent by courier to :

Consulate General of Italy, 3 Raja Santosh Road, Alipore, KOLKATA 700027, INDIA:

- the certificate (duly attested) in original, with the transcript/mark sheets, in original
- the translation
- a proof of the admission in the Italian university/institution
- a copy of the applicant's passport
- a covering letter stating the applicant's requirement and the purpose, with all the contacts (address, telephone, email)
- the originals (including mark sheets) of all your scholastic and academic certificates leading up to the certificate for which a declaration is being requested

Declarations of value issued in connection with study in Italy (with proof) are issued free of charge.

**A declaration of value can be issued by the Consulate General of Italy in Kolkata only for academic certificates issued in Nepal (or in the Indian states under its consular jurisdiction, West Bengal, Bihar, Jharkhand, Odisha, Sikkim, North East India and Andaman&Nicobar Islands).**

The applicant will be informed to collect the legalized documents either on the occasion of a consular visits to Nepal of officials of the Consul General of Italy in Kolkata or from VFS GLOBAL SERVICES (Ananda Shreei Niwas, Ward no. 3, Sankha Marg – 113, Near Maharajganj Police Station, Maharajganj, Kathmandu).

Kolkata, 14 July 2015



Cesare Bieller  
Consul General of Italy