



Consulate General of Italy
Calcutta - Kolkata

PROCEDURE FOR OBTAINING DECLARATION OF VALUE (DoV)

To obtain a Declaration of Value of your highest academic degree/certificate, you should contact either the Embassy of Italy at New Delhi or the respective Consulate Generals of Italy in Kolkata, Mumbai or Bangalore, according to the state **where your certificate was issued**.

Embassy/Consulate jurisdiction:

Embassy of Italy in New Delhi: Union Territories of Delhi and Chandigarh; the States of Haryana, Punjab, Rajasthan, Jammu-Kashmir, Himachal Pradesh, Uttar Pradesh

Consulate General of Italy in Kolkata: Arunachal Pradesh, Assam, Bihar, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Sikkim, Tripura, West Bengal, Andaman and Nicobar Islands & Nepal.

Consulate General of Italy in Mumbai: Chhattisgarh, Goa, Gujarat, Kerala, Madhya Pradesh and Maharashtra, as well as the territories of the Union of Dadra and Nagar Haveli, Daman and Diu.

Consulate General of Italy in Bangalore: Karnataka, Tamil Nadu, Telangana, Andhra Pradesh and the Union Territory of Puducherry.

MANDATORY - Attestation & Apostille:

- The original degree/academic certificate (highest educational qualification) and the transcript/mark sheet should first be attested by the competent department of the State Government from where the degree/academic certificate was issued (refer to the website of MEA: <https://mea.gov.in/apostille-menu.htm> for the list of Regional Authentication Centres) and then authenticated with an Apostille issued by the Ministry of External Affairs, Government of India (any branch). Certificates authenticated and Apostilled through E-Sanad shall be acceptable. Sub-Divisional Magistrate (SDM) attestation shall NOT be acceptable.

OPTIONAL - Translation (ONLY IF it is required by the authorities in Italy):

- The duly-attested and Apostilled certificate/transcript/mark sheet shall then be translated into Italian. In this connection, you may contact any of the translators known to this Consulate General (please refer to list attached).

DoV Application:

Once the above-mentioned procedures are completed, the following documents have to be submitted at this Consulate General for the issuance of Declaration of Value:

- Duly-attested and Apostilled degree/certificate and transcript/mark sheet in original + 1 photocopy each;

- Cover letter (duly-signed) stating purpose of requesting DoV, details of academic career (i.e., years of study class X onwards) and your contact details (email id and phone number);
- Passport copy (first and last page);
- Signed copy of Data Protection Form.

Additional document in case DoV is required **for pursuing Bachelors and Masters courses** (DoV issuance free of charge):

- Pre-enrollment summary downloaded from UNIVERSITALY.

Additional document(s) in case DoV is required **for PhD courses/research/work purpose** (DoV issuance chargeable):

- Copy of contract/offer letter;
- Consular tariff which shall be specified along with appointment details (mode of payment - bank draft in favour of 'Consulate General of Italy'/UPI - QR code payment).

Mode of submission/collection:

- Submission of documents **personally** at the Consulate General by taking prior appointment via email (kolkata.segreteria@esteri.it);
- Submission of documents **by a representative**;

Additional documents in case DoV is submitted by a representative:

- Authorisation letter;
 - Photo id proof of representative.
- Submission of documents **via courier** (notifying regarding the same via email to kolkata.segreteria@esteri.it) addressed to:
Consulate General of Italy in Kolkata
5G, New Road, Alipore
Kolkata – 700027
+91 33 4000 7816
and arranging a return pick-up for the same (booking to be done by the applicant & charges to be borne by him/her) after application is processed.

This Consulate General shall not be responsible for any damage/loss of documents caused by the courier service provider.