



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 either contact the Embassy of Italy in New Delhi or the respective Consulate Generals of Italy in Kolkata, Mumbai or Bangalore, according to the state **where your certificate was issued**.

For documents issued in Nepal, competent office for application submission – VFS Kathmandu

MANDATORY - Attestation:

- All original degree/academic certificates, transcripts/mark sheets should be attested by the Ministry of Foreign Affairs (MOFA), Nepal.

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

- The duly-attested 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 the VFS Kathmandu, which shall then be forwarded to this Consulate General:

- Duly-attested degree/certificate and transcript/mark sheet in original + 1 photocopy each (class X onwards);
- Cover letter (duly-signed) stating purpose of requesting DoV, details of academic career (i.e., years of study class X onwards) and your own 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').

Mode of submission/collection:

- Submission of documents **personally** at VFS Kathmandu by taking prior appointment via <https://visa.vfsglobal.com/npl/en/ita/book-an-appointment>;
- Submission of documents **by a representative**;
Additional documents in case DoV is submitted by a representative:
 - Authorisation letter;
 - Photo id proof of representative.

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.