



EMBASSY OF ITALY NEW DELHI

REQUISITE DOCUMENTS FOR DoV
(DECLARATION OF VALUE - DICHIARAZIONE DI VALORE)

MANDATORY DOCUMENTS: Please show <u>original documents</u> 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.	Final degree/school certificate in original with HRD authentication (SDM STAMP NOT ACCEPTED) and Apostille + 2 copies * Provisional certificates, in original with HRD authentication, issued by the relevant institution can be accepted if the final certificate has not yet been issued. For class 12 certificates a DigiLocker copy of the marksheet, with Apostille can be accepted + 2 copies (Please ensure that the NAME on the PASSPORT and NAME on the HIGHEST DEGREE/TRANSCRIPTS/MARKSHEETS is MATCHING). * A letter issued by Indian University/Institute, duly attested and apostilled, stating the matching, will be accepted (AFFIDAVITS WILL NOT BE ACCEPTED)
4.	Original transcript/marksheet issued by the University/Institute, with HRD authentication and Apostille + 2 copies
5.	For higher degrees: <ul style="list-style-type: none">• In case of Bachelor: a copy of class 12 certificate• In case of Master: a copy of 12 certificate and one of Bachelor degree
6.	Information about the classification of the Indian University/Institute if private, autonomous or state governed.
7.	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)
8.	Acceptance letter from the Italian University/Institute
9.	Copy of the pre-enrolment form <i>if applicable</i> (PLEASE SUBMIT THE PRE-ENROLLMENT SUMMARY DOWNLOADED FROM THE OFFICIAL UNIVERSITALY PORTAL)

Note:

- **Consular fees** – Please note that in case of DOV for PhD and for employment in Italy an applicable consular fees will be charged
- HRD Stamp - Regional Authentication Centre (Department of Education) of the State from which the degree has been obtained
- Apostille can be obtained from the Ministry of External Affairs, Government of India
<http://mea.gov.in/apostille.htm>
- For translation of the authenticated and apostilled degree, kindly refer to the [list of translators](#)