



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 Consulate General of Italy at Mumbai or at Kolkata, 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, the Union Territories of Andaman and Nicobar islands.

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

### Attestation, Apostille & translation:

- The original degree/academic certificate (highest educational qualification) 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: <http://mea.gov.in/apostille.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.
- The duly-attested and Apostilled certificate shall then be translated into Italian. In this connection, you may contact any of the translators known to this Consulate General, as listed in our website ([https://consalcutta.esteri.it/Consolato\\_Calcutta/resource/doc/2022/06/traduttori\\_conosciuti\\_eng.pdf](https://consalcutta.esteri.it/Consolato_Calcutta/resource/doc/2022/06/traduttori_conosciuti_eng.pdf)).

### 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 in original + 1 photocopy;
- Degree/certificate translation;
- Original transcript/marksheet + 1 photocopy;
- 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;
- Bank draft in favour of 'Consulate General of Italy' payable at Kolkata (as the consular tariff changes every trimester, please write to [kolkata.segreteria@esteri.it](mailto:kolkata.segreteria@esteri.it) in order to know the tariff to be paid).

**Transcript/Marksheet legalisation (ONLY IF requested by the Italian Higher Education Institution):**

In addition to the DOV, if the Italian Higher Education Institution requires the Italian translation of your transcript/marksheet legalised, the following documents need to be submitted along with those mentioned above:

- Duly-attested and Apostilled transcript/marksheet in original + 1 photocopy;
- Transcript/marksheet translation

**Mode of submission/collection:**

- Submission of documents **personally** at the Consulate General by taking prior appointment via email ([kolkata.segreteria@esteri.it](mailto: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](mailto: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.