

NORKA-ROOTS facilitates Saudi Embassy attestation Services (Both Educational and Non educational attestation) through its regional offices at Thiruvananthapuram, Ernakulam and Kozhikode.

- HRD authentication is a pre-requisite for educational certificate, while Home authentication is a pre-requisite for non-educational certificates.
- Private certificate/Distance education certificates will not accept for Saudi attestation.
- Before submitting educational certificates for attestation applicant should ensure that educational certificate is acquired through regular full time course.

Where can I submit the certificates?

NORKA Certificate Authentication Centres at Thiruvananthapuram, Ernakulam and Kozhikode.

Who can apply for certificate attestation?

- Certificate holders
- Any authorized person

What are the required documents for KSA attestation of educational certificates?

Employed in KSA/Iqama holder

- Original HRD authenticated certificate & copy
- Copy of first page, address page of passport.
- Affidavit (Click here for format)
- MOFA attested Employment letter
- Iqama copy
- Sponsor E-mail id

Recruited/Selected for employment to KSA

- Original HRD authenticated certificate & copy
- Copy of first page, address page of passport.
- Affidavit (Click here for format)
- MOFA attested offer letter
- Visa letter
- Sponsor E-mail id

What is the process for KSA attestation of HRD authenticated certificates?

- Apply online for KSA attestation through www.norkaroots.org
- Submit original HRD authenticated certificates along with above prescribed documents
- Saudi Arabian Cultural attestation is done only after verification process.
- Online submission of attestation request in Saudi Arabian Cultural Attache online portal and on completion of registration, copy of the certificate is forwarded to concerned University/Board/Council for verification
- On receipt of verification report from the University, said report and employer details are updated in Saudi Arabian Cultural Attache online portal and attestation request is raised.
- Original certificate along with prescribed documents are forwarded to Delhi for submission of documents in the office of Saudi Arabian Cultural Attache for attestation.
- On completion of Saudi Arabian Cultural attestation documents are submitted to Royal Embassy of Saudi Arabia for Embassy attestation.

What type of educational certificates are attested by KSA embassy?

- All certificates issued from Government approved Board/Universities/Councils acquired through **full time regular mode** of study are accepted for KSA Embassy attestation.

What are the required documents for KSA attestation of non-educational certificates (Marriage/Birth etc)?

- Original Home attested certificate & Home attested Arabic translation of the certificate
- Copy of first page, address page of passport of the certificate holder.
- Iqama copy of the certificate holder
 - * **Arabic translation needs to be counter signed by an officer not below the rank of Assistant Professor, Arabic Department in Government Colleges.**

What are the required documents for KSA attestation of power of attorney/affidavit etc?

- Original Home attested power of attorney & Home attested Arabic translation of the power of attorney
- Copy of first page, address page of passport of the Executant/Attorney.
- Iqama copy of the Executant/Attorney.

What are the required documents for KSA attestation of Registration certificate/experience certificate of nursing candidates?

- Original Home attested Registration/Experience certificate
- Original KSA embassy attested corresponding educational qualification certificate
- Copy of first page, address page of passport of the certificate holder.

What is the fees for KSA Embassy attestation ?

Educational Certificates

NORKA-ROOTS Service charges – **Rs. 708/-**

Saudi Embassy Fees – **Rs. 3500/- (per document)**

Verification fees (Educational certificates within the State)– Actuals as per University/ Board concerned

Verification fees (Educational certificates outside the state of Kerala)– **Rs. 3500/-**

Non-educational documents

NORKA-ROOTS Service charges – **Rs. 708/-**

Saudi Embassy Fees – **Rs. 3500/- (per document)**