



## How to Apply Ministry of Higher Education, Research and Innovation - Oman

A Step By Step Guide for  
Completing Your Application

 TrueProfile.io  CROSSCHECK  DIGIFLOW



# Step-by-Step Guide for Completing DataFlow's Primary Source Verification

The slides will cover the step-by-step process of submitting your DataFlow Application (Primary Source Verification - PSV).

If you face any issue or need assistance, please connect with us at

<https://support.dataflowgroup.com>

**1** Personal Information

**2** Education Details

**3** Document Upload

**4** Application Summary

**5** Authorisation

**6** Payment

**7** My Applications

**8** Track your application

- On the 'Personal Details' page, You will receive these uneditable information, based on what you have filled on MOHERI Portal
- You Need to Add your number and verify the OTP in order to be able to Move to next step

## Please Fill Personal Information

The verification process is to collect and validate the details of your university degree.

### Applicant Details

First Name

Sumita

Second Name

Third Name

Last Name

Taneja

Nationality

India

Email Address

staneja@dataflowgroup.com

Mobile Number \* 

+91 IND



123456789

☒ OTP on SMS ☐ OTP on Call

Send OTP



### Passport Details

#### Passport Copy \*

Upload a clear copy of your passport in JPEG format, with file size no larger than 2MB.

 Choose File

#### Passport Number \*

G509243123

#### Passport Issuing Country \*

Please select



#### Issue Date \*

DD/MM/YYYY



#### Expiry Date \*

DD/MM/YYYY



#### Place of Birth \*

Please select



#### Date of Birth \*

DD/MM/YYYY



[Save & Continue Later](#)

[Next](#)

- On the 'Personal Details' page, click the button "Choose File" to upload a clear copy of your passport. The system will scan your passport and fill your details.
- Upload a clear copy of your passport in JPEG format, with file size no larger than 2MB, special characters are not allowed.
- Click on Next to fill your Education Details

- Qualification Details and Country of Issuing Institution will Reflect from MOHERI Portal, you will not be able to Edit the same on DataFlow Portal.
- These two fields are not editable in MOHERI Portal as well, if any mistake happened on these 2 fields you will have to apply for a new application.

## Please Fill Qualification Details

The verification process is to determine the authenticity of your qualification degree.



### Qualification Details

Qualification Level

Bachelor

Country of Issuing Institution \*

India

- As you click to type the name of your institution in the field “Name of Issuing Institution, the system will prompt with a pop-up to enter the details of your institution.
- Start typing your institution name and select from the drop down list.
- In case your university/institution is not available in the drop down list, please select add university to add it.
- In case your country was not available, please choose others.

### Please Fill Qualification Details

The verification process is to determine the authenticity of your qualification degree.

#### Qualification Details

Qualification Level

Bachelor

Country of Issuing Institution \*

India

Name of Issuing Institution \*

Alagappa University

x v

Country of Study \*

Benin

x v

- **Applicant Name:** For Arabs, Applicant name in Arabic and English would be required,
- **Mode of Study:** To be selected from the drop down list. If not available on the list please choose others and add your mode of study on the highlighted field.
- **Main Major:** Please Select you Study major or area of specialization from the drop down list. In case your major was not available, please choose others and write yours.

Applicant Name as per document (English)\*

Qualification Title/Name (English)\*

Mode of Study\*

Main Major\*

Do you have another major?\*

☐ Yes☒ No

Applicant Name as per document (Arabic)

Qualification Title/Name (Arabic)

## 2

## Education Details

- If you have **Major 2** you need to select yes, In case your major was not available in the drop down list, please choose others and write yours.
- **Graduation/Conferred Date** to be captured from the Degree
- **Study Period (in years)** - Please mention on how many years have you spent to complete your degree.
- **Study Start Date** - Mention date of Admission
- **Study End Date** - Date of which you completed your Studies (Examination date).
- If your **degree or marksheet** issued in a language other than Arabic or English, please choose yes. Field will open in [Document Upload](#) Section to upload legal translation.

**Note** :- Period of study end date has to be prior or equal to graduation date.

Do you have another major? \*

☒ Yes

☐ No

Major 2 \*

Graduation/Degree Conferred Date \*

Study Period (in years) \*

Study Start Date \*

Study End Date \*

GPA ⓘ

Grade

Is your certificate or transcript/marksheet issued in a language other than Arabic or English? \* ⓘ

☐ Yes

☒ No



- In Case you have a transfer credits **or** a previous diploma which enabled you to join the bachelor from 2nd or 3rd year please choose yes and fill the required details
- You are eligible to add 3 transfer credits informations only as shown below :

Additional questions for Transfer credits 1

Additional questions for Transfer credits 2

Additional questions for Transfer credits 3

- Document upload Field will open Automatically once you click on yes and fill the details in [Document Upload Section](#)

Do you have any transfer of credits or module for this qualification? \*

☒ Yes ☐ No

#### Additional questions for Transfer credits 1

Country of Issuing Institution \*

Please select

Name of Issuing Institution \*

Please select

Mode of Study \*

Please select

Main Major \*

Study Period (in years) \*

Please select

Study Start Date \*

DD/MM/YYYY

Study End Date \*

DD/MM/YYYY

Is your transcript/marksheet for transfer credits issued in a language other than Arabic or English? \*

☐ Yes ☒ No

Add more transfer of credits hours or module for this qualification? \*

☒ Yes ☐ No

#### Additional questions for Transfer credits 2

Country of Issuing Institution \*

Please select

Name of Issuing Institution \*

Please select

- In case you have Studied in a country differs from your nationality and your qualification start date is after 1st Jan 2015, you will be requested to upload [Entry-Exit form/students residency in the country of study](#), press on download and fill the file with the required details and upload all pages of your passport.
- If there is a mismatch between you name in the passport and your name in the degree you will be requested to provide a legal name change document (Legal endorsement letter, birth certificate, marriage certificate, previous passport or any id issued by the government).

### Upload the documents of Bachelor degree

#### Entry-Exit form/students residency in the country of study \*

Please download and complete the form related to students residency in the country of study/entry-exit form and upload.

[Please click here to download the file, then upload it to proceed](#)

 Choose File

#### Copy of qualification certificate to be verified \*

 Choose File

#### Copy of transcript/marksheet for the qualification to be attested \*

 Choose File

#### Translated Copy of qualification certificate to be attested \*

Certified translation is the translation done by a legal, sworn or certified licensed translator. This translation type is for official use as required by immigration authorities, courts, and many local, state, and federal governments. The translation of the document is signed and stamped by an authorized signer to confirm the accuracy and completeness.

 Choose File

#### Translated copy of transcript/marksheet for the qualification to be attested \*

Certified translation is the translation done by a legal, sworn or certified licensed translator. This translation type is for official use as required by immigration authorities, courts, and many local, state, and federal governments. The translation of the document is signed and stamped by an authorized signer to confirm the accuracy and completeness.

 Choose File

#### Evidence for any name change between name on passport and qualification \*

This could be either a legal endorsement letter, birth certificate, marriage certificate, previous passport or any id issued by the govt.

 Choose File

### 3

## Document Upload

- If you have a transfer transcript you may upload on **Transcript of transfer credits/modules.**
- If you have a previous diploma which enabled you to join the bachelor from 2nd or 3rd year please choose yes and you may upload the degree Certificate on **Additional Document.**
- Click on Next to review the Application Summary.

Transfer Credits 1

Transcript of transfer credits/modules \*

Choose File

Additional Document

Choose File

Save & Continue Later

[< Go Back](#)[Next](#)

## Application Summary

Please confirm all your application details before submitting. After submission you will not be able to make any changes to the application details.

## Applicant Details

First Name	Second Name
<input type="text" value="Sumita"/>	<input type="text"/>
Third Name	Last Name
<input type="text"/>	<input type="text" value="Taneja"/>
Nationality	Email Address
<input type="text" value="India"/>	<input type="text" value="staneja@dataflowgroup.com"/>
Mobile Number	
<input type="text" value="+20"/> <input type="text" value="1020094182"/>	

## Passport Details

Passport Copy	
<input type="text"/>	
Passport Number	Passport Issuing Country
<input type="text" value="G509243123"/>	<input type="text" value="South Georgia and the Islands"/>
Issue Date	Expiry Date
<input type="text" value="08/08/2024"/>	<input type="text" value="10/08/2029"/>
Place of Birth	Date of Birth
<input type="text" value="Cote d'Ivoire"/>	<input type="text" value="16/08/2007"/>

## Passport Details

Passport Copy	
<input type="text"/>	
Passport Number	Passport Issuing Country
<input type="text" value="G509243123"/>	<input type="text" value="South Georgia and the Islands"/>
Issue Date	Expiry Date
<input type="text" value="08/08/2024"/>	<input type="text" value="10/08/2029"/>
Place of Birth	Date of Birth
<input type="text" value="Cote d'Ivoire"/>	<input type="text" value="16/08/2007"/>

## Education Details

Qualification Details	
Qualification Level	<input type="text" value="Bachelor"/>
Issuing Institution/University Country	<input type="text" value="India"/>
Issuing Institution/University Name	<input type="text" value="Alagappa University"/>
Country of Study	<input type="text" value="Benin"/>
Please enter the country of study if it is different than the Issuing Institution Country	
Applicant Name as per document (English)	Applicant Name as per document (Arabic)
<input type="text" value="abc"/>	<input type="text"/>
Qualification Title/Name (English)	Qualification Title/Name (Arabic)
<input type="text" value="abc"/>	<input type="text"/>
Mode of Study	<input type="text" value="Distance Learning"/>
Main Major	

- Make Sure to Review all the Details you have filled.
- Make sure to review all the documents you have uploaded. Uncut and Clear copies would be required.
- You can edit your Pre-filled information by going back to the required field and correct it.

- After you have entered all certificate details and uploaded the documents - a signed 'Letter of Authorization' is required before proceeding further. **This is a mandatory document.**
- Mention your name as per passport.
- Click on Authorisation Terms of Use.

**Note:** Some universities requires a hand signed letter of authorization, so you will be requested to upload the same..

## Authorisation

### LOA Consent



**Letter of Authorization**

I hereby authorize the DataFlow Group, its authorized affiliates, agents and subsidiaries acting on its behalf, to verify the information and documents presented with my application form; including, but not limited to, education, employment and licenses.

I hereby grant authority for the bearer of this letter

خطاب التفويض

أنا الموقع أدناه أوافق شركة داتافلو، ومن تفوضه رسمياً، للتحقق نيابة عني في المعلومات والوثائق المرفقة بطلباتي بما في ذلك على سبيل المثال لا الحصر بطي الشهادات العلمية، والخبرات الوظيفية والرواخص المهنية من الجهات المصدرة لهذه الوثائق والشهادات.

ويعتبر هذا التفويض، أتاح الحق لحاملي هذا الخطاب (شركة داتافلو، ومن تفوضه

Name as per passport

Sumita Taneja

## Authorisation

### Terms of Use

- ☒ By selecting this box, I indicate that I have read and agree to the DataFlow terms and conditions.
- Refund is applicable within the first 48 hours (10% to be deducted).
  - In case your application was completed as Unable to Verify due to Issuing Authority unresponsiveness, applicant can appeal without any additional fee payment.
  - In case an applicant isn't able to provide the necessary documents and requests cancellation. No refund is applicable.

Authorisation letter

- ☒ By selecting this box, I give DataFlow authorisation to check and verify my qualifications and background data. I have read and fully understand the authorisation letter.

[Save & Continue Later](#)

[Go Back](#)

[Next](#)

- You will view the overall fee in the Total Due field.
- You can proceed to conclude your payment by clicking the Proceed to payment button.
- By clicking the “Proceed to payment button” you will be redirected to the payment gateway.

### Payment Summary

#### Request To Verify Document Authenticity - Bachelor degree

Verification Fee - Alagappa University

OMR 33.00

#### Transfer Credits 1

Verification Fee - Cairo University

OMR 33.00

#### Total Due

OMR 66.00

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[Proceed to payment](#)

- Please make sure to finish your payment to submit your application.
- You will receive an email confirmation with your application number & your payment receipt.

**Note** - Some universities/institutions might require an additional fee to release the verification.

You will receive a notification & payment link if additional fees are required by your institution.

## Payment

network &gt;

Order summary

Total OMR 66.000 ▾

 Pay by card

Card Number

Expiry Month

/ Expiry Year



Security Code



Name on card


Pay OMR 66.000

If you have initiated an application but still need to complete/submit it, click on your profile icon and select **'Dashboard'** and you will be able to view your submitted & draft applications. You can click on **'Continue'** to continue with your application; alternatively, you can start a new one.

Ministry of Higher Education,  
Research & Innovation



A document verification vendor authorised by the Ministry of Higher Education, Research and Innovation

English








### Request To Verify Document Authenticity

#### Dashboard

-  My Applications
-  Payments



#### Need help?

-  FAQs
-  Chat With Us
-  Send Us An Email To  
moheri\_oman@dataflowgroup.com
-  Important Information
-  [Redirect To MOHERI](#)

#### Drafts

#### Submitted

### Request To Verify Document Authenticity

CRN REF310720242 	 Last Updated 31/07/2024	Application Number 8148
Qualification Bachelor	<a href="#">Continue</a>	

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After Submitting your application & finalizing the payment, view your status from the **Submitted** Section on the Dashboard.

You will be able to view the status updates of your application through DF Status

Drafts

Submitted


Request To Verify Document Authenticity

CRN  
REF240720242

DataFlow Case Number  
M020-2408-595461

Under Review

Qualification  
Bachelor

 Date Submitted  
13/08/2024

View Application Details

Status

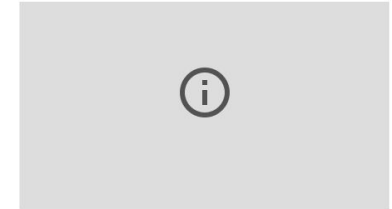
Click on [DF Status](#) to check on application status and report access

- Please Add your Dataflow case number and Passport number **OR** you can search by Reference number then click on **Check Status**
- Once your degree is verified, you can download a copy of your Degree **'Verification certificate'** and proceed to Stage 2 for the Certificate of Recognition from MOHERI.





Check verification status and download report

Search by DataFlow Case Number ?		Search by Reference Number ?	
DataFlow Case Number		Passport Number	
Enter the DataFlow Case Number	and	Enter the Passport Number	
<div>Check Status</div>			



- After filling the required details shown on the previous slide, You will be able to view the status updates of your application.
- Once your Check is completed, you can download a copy of your Degree '**Verification certificate**' and proceed to Stage 2 for the Certificate of Recognition from MOE.

**TrueProfile.io**  
Powered by The DataFlow Group[Logout](#)

**Safely store your verification for future use Sign up for FREE!**

Name: Taneja Sumita  
Authority Name: Ministry of Higher Education, Research and Innovation, Oman

DataFlow ID:  
REF240720242

Email:  
st\*\*\*\*\*@om

Case Number:  
M020-2408-595461

Case Received:  
13-AUG-2024

Passport:  
G509243123

Case Due:  
To be defined

**Case Received**

Congratulations, we have received your application!

We are currently reviewing your request and the documents submitted.

If we need any additional information or discover documents are missing we will contact you via your registered email ID.

Please visit this page regularly to check the progress of your case.

**Education**

Education 1 OCTOBER 6 UNIVERSITY

Check is in Validation

Check Initiated Insufficiency Verification Quality Check Check Completed

Our intention is to process your application as quickly as possible.

However, there could be some instances where Issuing Authorities take longer to respond which may result in delays to the completion of your report.

In order to help complete your application as quickly as possible, please ensure you provide complete and exact requirements, and respond to our requests for any additional information as quickly as possible.

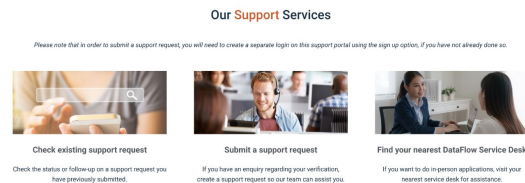
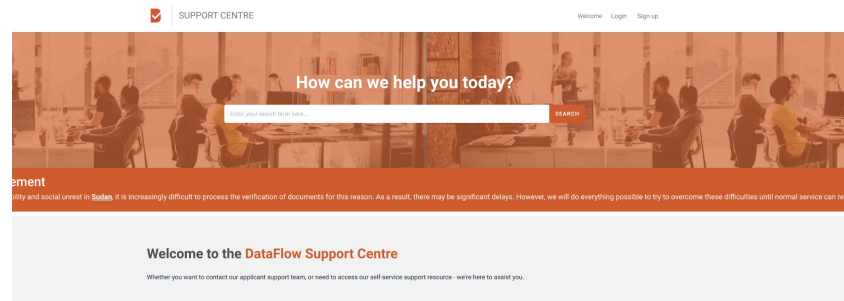
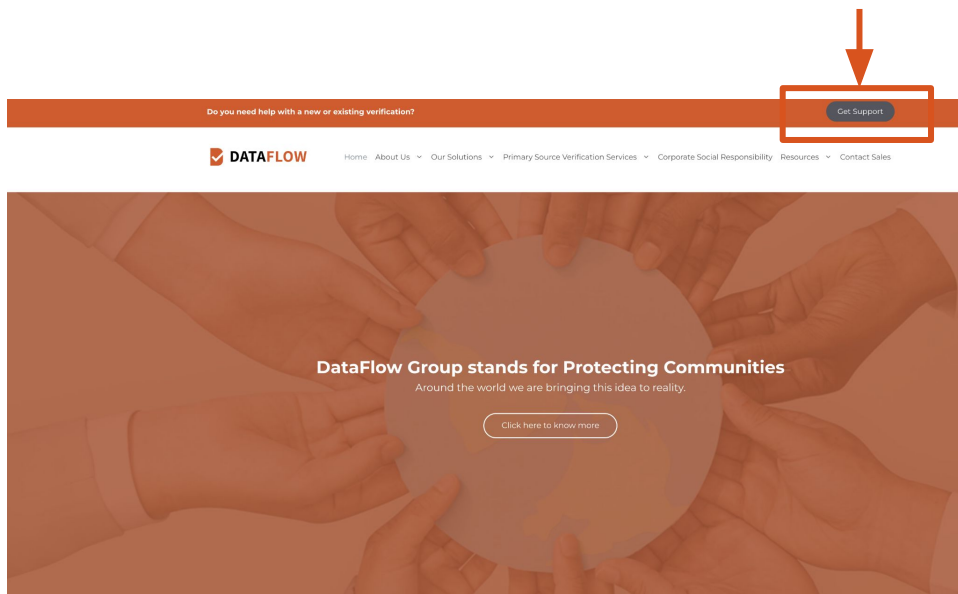
Incomplete requirements, or delays in submitting additional documents or data where required will directly impact your due-date.

If you have any other queries please visit our FAQ ( Frequently Asked Questions ) page - [Click here](#)



# Need any help?

Or visit our website at [www.dataflowgroup.com](http://www.dataflowgroup.com). Click on **Get Support**, and you'll be taken to our self-help hub. Here, you can find helpful information or request assistance by raising a ticket if needed.





**Thank You**

**[www.dataflowgroup.com](http://www.dataflowgroup.com)**