



**DATAFLOW**

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

A Step By Step Guide for  
Completing Your Application



TrueProfile.io



CROSSCHECK



DIGIFLOW



ISO 9001  
Quality  
Management  
Systems  
CERTIFIED

ISO/IEC  
27001  
Information  
Security  
Management  
CERTIFIED

ISO/IEC  
27701  
Privacy  
Information  
Management  
CERTIFIED

ISO 22001  
Business Continuity  
Management  
CERTIFIED

# 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	Second Name
Sumita	
Third Name	Last Name
	Taneja
Nationality	Email Address
India	staneja@dataflowgroup.com
Mobile Number * <small>(i)</small>	
+91 IND <small>(d)</small>	123456789
<input checked="" type="radio"/> OTP on SMS <input type="radio"/> OTP on Call <span>Send OTP</span>	

# Personal Details

## Passport Details

Passport Copy\*

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

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 

Country of Study \*

Benin

x 

## Education Details

- 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) \*

Applicant Name as per document (Arabic)

Qualification Title/Name (English) \*

Qualification Title/Name (Arabic)

Mode of Study \*

Please select

Main Major \*

Do you have another major? \*

Yes

No

- 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 marksheets** 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? \*

o Yes

Q No

## Major 2\*

Graduation/Degree Conferred Date \*

Study Period (in years)

DD/MM/YYYY

Please select 

Study Start Date

Study End Date

DD/MM/YYYY

DD/MM/YYYY 

GPA

Grade

## ANSWER

Please select 

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

Yes

o 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\*

Please select

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

## Document Upload

- 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

- 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 \*

Additional Document

[Save & Continue Later](#)

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

# Application Summary

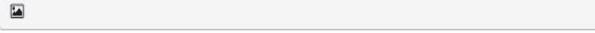
## Application Summary

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
Sumita	
Third Name	Last Name
	Taneja
Nationality	Email Address
India	staneja@dataflowgroup.com
Mobile Number	
+20	1020094182

### Passport Details

Passport Copy	
	
Passport Number	Passport Issuing Country
G509243123	South Georgia and the Islands
Issue Date	Expiry Date
08/08/2024	10/08/2029
Place of Birth	Date of Birth
Côte d'Ivoire	16/08/2007

### Passport Details

Passport Copy



Passport Number

G509243123

Passport Issuing Country

South Georgia and the Islands

Issue Date

08/08/2024

Expiry Date

10/08/2029

Place of Birth

Côte d'Ivoire

Date of Birth

16/08/2007

### Education Details

Qualification Details



Qualification Level

Bachelor

Issuing Institution/University Country

India

Issuing Institution/University Name

Alagappa University

Country of Study

Please enter the country of study if it is different than the Issuing Institution Country

Benin

Applicant Name as per document (English)

abc

Applicant Name as per document (Arabic)

Qualification Title/Name (English)

abc

Qualification Title/Name (Arabic)

Mode of Study

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 require a hand signed letter of authorization, so you will be requested to upload the same..

## Authorisation

### LOA Consent

?
?



خطاب التفويض

**Letter of Authorization**

لما يحوى الخطاب الملاصق، ومن تفويضه رسمياً للتحقق بغيره على في المعلومات والوثائق المرفقة يطلب بما في ذلك على سبيل المثال لا الحصر على الشهادات العلمية، والخبرات الوظيفية والاربعين المهمة من الجهات المصدرة لها، الرثائق والشهادات.

ويموجب هذا التفويض، أنتح الحق تحالفي هذا الخطاب (شركة داتافلو، ومن تفويضه

I hereby grant authority for the bearer of this letter

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	OMR 33.00
Verification Fee - Alagappa University	OMR 33.00
<b>Transfer Credits 1</b>	
Verification Fee - Cairo University	OMR 33.00
<b>Total Due</b>	<b>OMR 66.00</b>

[Go Back](#) [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 >

 DATAFLOW

Order summary Total OMR 66.000 ▾

Pay by card ≡ 

Card Number

Expiry Month  / Expiry Year  Security Code  ⓘ

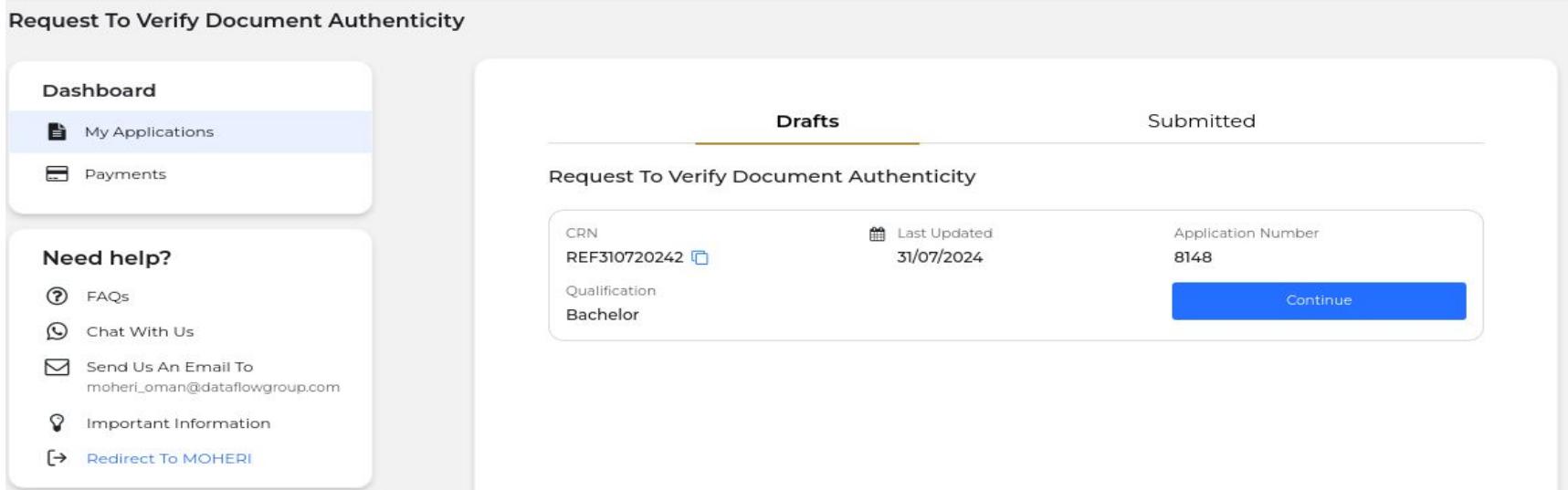
Name on card

**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.



English 



The screenshot shows the DATAFLOW application interface. On the left, there is a sidebar with 'Dashboard' (selected), 'My Applications' (highlighted in blue), and 'Payments'. Below that is a 'Need help?' section with links for 'FAQs', 'Chat With Us', 'Send Us An Email To' (with the address 'moheri\_oman@dataflowgroup.com'), 'Important Information', and 'Redirect To MOHERI'. The main content area has a 'Drafts' tab selected, showing a list of applications. The first application in the list is 'Request To Verify Document Authenticity' with the following details: CRN 'REF310720242' (with a copy icon), Last Updated '31/07/2024', Qualification 'Bachelor', Application Number '8148', and a 'Continue' button. The 'Submitted' tab is also visible.

Request To Verify Document Authenticity

**Drafts** Submitted

Request To Verify Document Authenticity

CRN REF310720242 	Last Updated 31/07/2024	Application Number 8148
Qualification Bachelor	<b>Continue</b>	

## My Applications | Submitted

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**

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**Request To Verify Document Authenticity**

CRN REF240720242	DataFlow Case Number M020-2408-595461	 Under Review
Qualification Bachelor	Date Submitted 13/08/2024	<a href="#">View Application Details</a>
Status	Click on <a href="#">DF Status</a> to check on application status and report access	

## Track your application

- 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.



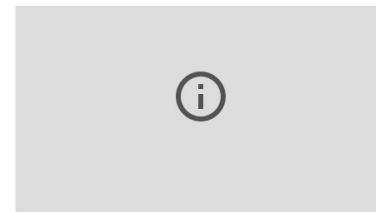
### DATAFLOW

#### Check verification status and download report

Search by DataFlow Case Number [?](#) Search by Reference Number [?](#)

DataFlow Case Number  and Passport Number

**Check Status**



## Track your application

- 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.

 **DATAFLOW**

 **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

Case Number: M020-2408-595461

Passport: G509243123

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

Case Received: 13-AUG-2024

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.

Do you need help with a new or existing verification?

**DATAFLOW**

Home About Us Our Solutions Primary Source Verification Services Corporate Social Responsibility Resources Contact Sales

**DataFlow Group stands for Protecting Communities**  
Around the world we are bringing this idea to reality.

Click here to know more

**SUPPORT CENTRE**

Welcome Login Sign up

How can we help you today?

Search

Welcome to the DataFlow Support Centre

Whether you want to contact our applicant support team, or need to access our self-service support resource - we're here to assist you.

**Our Support Services**

Please note that in order to submit a support request, you will need to create a separate login on this support portal using the sign up option, if you have not already done so.

**Check existing support request**  
Check the status or follow-up on a support request you have previously submitted.

**Submit a support request**  
If you have an enquiry regarding your verification, create a support request so our team can assist you.

**Find your nearest DataFlow Service Desk**  
If you want to do in-person applications, visit your nearest service desk for assistance.



# Thank You

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