



Circular No.: SOU/CIR/2021/40

Date: 22/12/2021

### **Circular for Enrollment Process**

It is to inform all the concern students of **Non-Technical Programs** that Enrollment Process is mandatory and to make this easier, Silver Oak University has adopted Online Enrollment Process for Admission Year 2021-22. All Students of below mentioned courses are hereby informed to refer following instructions before completing process.

Bachelor Of Arts	Bachelor Of Computer Application	Bachelor Of Science	Master Of Science In Physics
Bachelor Of Arts (Hons.)	Bachelor Of Science In Computer Science	Bachelor Of Science In Microbiology	Bachelor Of Business Administration
Master Of Arts In Psychology	Bachelor Of Science In Information Technology	Master Of Science In Biotechnology	Master Of Business Administration
Certificate Course In Foreign Language Hindi	Integrated Master Of Science Information Technology	Master Of Science In Chemistry	Integrated Master Of Business Administration
	Master Of Science In Cyber Security & Digital Forensics	Master Of Science In Mathematics	Bachelor Of Commerce (Hons.)
	Master Of Science In Information Technology	Master Of Science In Microbiology	

1. Refer Instruction and Guideline for Online Enrollment Process.
2. Link for the Enrollment Process is: <https://enrollment.silveroakuni.ac.in/>
3. Schedule with deadline for Online Enrollment Process.

Sr. No.	Description	Start and End Date	Penalty Amount
1	Enrollment Form Regular Dates	22-12-2021 to 02-01-2022	- NIL -
2	<b>Enrollment Form Penalty Phase - I</b>	<b>03-01-2022 to 09-01-2022</b>	<b>Rs. 100/-</b>
3	<b>Enrollment Form Penalty Phase - II</b>	<b>10-01-2022 to 16-01-2022</b>	<b>Rs. 200/-</b>
4	<b>Enrollment Form Penalty Phase - III</b>	<b>17-01-2022 to 23-01-2022</b>	<b>Rs. 500/-</b>

4. No request will be granted for Enrollment Process after Phase - III.
5. In case of Payment failure students can try after 1 Hour for Online Enrollment Process.
6. For any further Query Students can Email on [support.erp@silveroakuni.ac.in](mailto:support.erp@silveroakuni.ac.in)

-S/d-  
Registrar

## Instructions and Guidelines for Online Enrollment Process.

1. Please insert your Enrollment No and Registered Mobile No to receive OTP.
2. Please verify your Full Name as per SSC/HSC Mark-sheet and in case of any discrepancy proceed as per instructions available on Web Page.
3. Please Keep the Following Documents Ready.
  - Scan Copy of Passport Size Photo in jpeg/png Format (Max. Size 5 Mb)
  - Scan Copy of Signature in jpeg/png Format (Max. Size 1 Mb)
  - School Leaving Certificate
  - SSC Mark-sheet
  - HSC Mark-sheet (If Applicable)
  - Graduation Mark-sheet (If Applicable)
  - Aadhar Card No
  - Free-ship Card No (If Applicable)
4. In Case of any query drop a Mail on [support.erp@silveroakuni.ac.in](mailto:support.erp@silveroakuni.ac.in)
5. Note that, initially you will be asked for your personal details and upon completion of this you will be directed to payment page. Your enrollment process is considered as completed upon payment of University Enrollment Fees (one time) & University Affiliation Fees on the portal.


### STEP - 01

Click on the link which you have received through SMS.

<https://enrollment.silveroakuni.ac.in/>

### STEP - 02

Enter Enrollment No and registered Student Mobile No along with Captcha.



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EDUCATION TO INNOVATION

\* indicates mandatory fields

Enrollment No. *	Mobile No *
<input type="text" value="XXXXXXXXX"/> Enter Your Enrollment No Here	<input type="text" value="XXXXXXXXX"/> Enter Registered Mobile No to Receive OTP

54C054

54C054| Insert Captcha and Press Send OTP Button


**SEND OTP**

**Instruction:**

1. Please insert your Enrollment No and Registered Mobile No to receive OTP.
2. Please verify your Full Name as per SSC/HSC Mark-sheet and in case of any discrepancy proceed as per instructions available on Web Page.
3. Please Keep ready Following Documents.
  - Scan Copy of Passport Size Photo in jpeg/png Format (Max. Size 5 Mb)
  - Scan Copy of Signature in jpeg/png Format (Max. Size 1 Mb)
  - School Leaving Certificate
  - SSC Mark-sheet
  - HSC/DIPLOMA Mark-sheet (If Applicable)
  - Graduation Mark-sheet (If Applicable)
  - Aadhar Card No
  - Free-ship Card No (If Applicable)
4. In Case of any query drop a Mail on [support.erp@silveroakuni.ac.in](mailto:support.erp@silveroakuni.ac.in).
5. Note that, initially you will be asked for your personal details and upon completion of this you will be directed to payment page. Your enrollment process is considered as completed upon payment of enrollment fees (one time) on the portal.

## STEP - 03

Enter the OTP received on Registered Student Mobile No.



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Enter your otp that we have sent on your register XXXXXX4300 mobile number. \* indicates mandatory fields


OTP \*

3160 **Enter the OTP received on Registered Student Mobile No.**

**VERIFY OTP**

## STEP - 04

Insert Correct Student Details as per the Instructions Given in the Block.



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\* indicates mandatory fields

### University Details

Enrollment No.	Mobile No	
201503012005	9428385809	
Student Name (As per marksheet)	<b>Verify University Details</b>	
MR. PIYUSH PATEL		
Institute	Branch	Admission Type
SOSC	B.TECH(IT)	MANAGEMENT QUOTA

### Student Details

Surname *	First Name *	Middle Name *	
ENTER SURNAME <b>Enter Surname</b>	ENTER FIRST NAME <b>Student Name</b>	ENTER MIDDLE NAME <b>Father Name</b>	
Name as Per Last Marksheet? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Father's Full Name *	Mother's Full Name *		
ENTER FATHER'S FULL NAME <b>Father's Full Name</b>	ENTER MOTHER'S FULL NAME <b>Mother's Full Name</b>		
Date of Birth *	Gender *	Actual Cast Category *	Admission Cast Category as Per ACPC *
ENTER DATE OF BIRTH <b>Date of Birth</b>	--Select Gender-- <b>Gender Selection</b>	--Select Actual Cast Category-- <b>Actual Cast</b>	--Select Admission Cast Category-- <b>Admission Cast</b>
Adhar Card No *	Free ship Card No	Student Photo (Upload Recent Passport Size Photo in jpeg/png Format Upto 5 Mb) *	
ENTER ADHAR CARD NO <b>Adhar Card No</b>	ENTER FREE SHIP CARD NO <b>Freeship Card No If Applicable</b>	<input type="button" value="Choose File"/> NO FILE CHOSEN <b>Upload Your Recent Passport Size Photo and Signature as per Instructions.</b>	

### Additional Details

## STEP - 05

### Insert Correct Additional and Academic Details as Per Marksheet.

**Additional Details**

JEE\_GUJCET\_PG CET\_GPAT\_MAT\_CNAT\_GATENO  
ENTER JEE\_GUJCET\_PG CET\_GPAT\_MAT\_CNAT\_GATENO **GUJCET NO IF Applicable**

ACPC Merit No  
ENTER ACPC MERIT NO **ACPC / ACPDC Merit Ran**

Religion \*  
--Select Religion-- **Religion**

Sub Caste \*  
ENTER SUB CASTE **Sub Caste**

Birth Place \*  
ENTER BIRTH PLACE **Birth Place**

Mother Tongue \*  
--Select Mother Tongue-- **Mother Tongue**

Marital Status \*  
--Select Marital Status-- **Marital Status**

Blood Group \*  
--Select Blood Group-- **Blood Broup**

Nationality \*  
ENTER NATIONALITY **Nationality**

Is Student handicapped? \*  
--Select Status-- **YES/NO**

Disability Description  
ENTER DISABILITY DESCRIPTION **If Applicable**

Is Student Interested For Education Loan?  
--Select Status-- **Yes/No**

Is Student Accommodation Required For Hostel? \*  
--Select Status-- **Yes/No**

**Previous Academic Details** **Instert SSC and HSC/Diploma or Certificate Course Details as Per Instructions in the Box.**

Name of Last School/College Attended \*  
ENTER NAME OF LAST SCHOOL/ COLLEGE ATTENDED

City/Village of School/College \*  
CITY/VILLAGE OF SCHOOL/ COLLEGE

Taluka of School/Village \*  
ENTER TALUKA OF SCHOOL/VILLAGE

District of School/Village \*  
ENTER DISTRICT OF SCHOOL/VILLAGE

SSC EXAM Seat No  
ENTER SSC EXAM SEAT NO

SSC Percentage  
ENTER SSC PERCENTAGE

SSC Passing Year  
ENTER SSC PASSING YEAR

SSC Passing Month  
--Select SSC Passing Month--

SSC Board Name  
ENTER SSC BOARD NAME

SSC Specialization  
**Not Required**

HSC/Diploma EXAM Seat No  
ENTER HSC/DIPLOMA EXAM SEAT NO

HSC/Diploma Percentage  
ENTER HSC/DIPLOMA PERCENTAGE

HSC/Diploma Passing Year  
ENTER HSC/DIPLOMA PASSING YEAR

HSC/Diploma Passing Month  
--Select HSC/Diploma Passing Month--

HSC/Diploma Board Name  
ENTER HSC/DIPLOMA BOARD NAME

HSC/Diploma Specialization  
ENTER HSC/DIPLOMA SPECIALIZATION **Required in Case of Diploma**

## STEP - 06

### Insert Current Address as Communication Address along with Permanent address and if Both are same then Tick on given Check Box.

**Graduation Detail** **Not Required in Case of D-to-D and C-to-D Students.**

(Note : Applicable to PG Admission Students Only)

Graduation Exam Seat No  
ENTER GRADUATION EXAM SEAT NO

Graduation Percentage  
ENTER GRADUATION PERCENTAGE

Graduation Passing Year  
ENTER GRADUATION PASSING YEAR

Graduation Passing Month  
--Select Graduation Passing Month--

Graduation University Name  
ENTER GRADUATION UNIVERSITY NAME

Graduation Specialization  
ENTER GRADUATION SPECIALIZATION

**Current Address & Communication Details**

Flat No/House No and Society Name \*  
FLAT NO/HOUSE NO AND SOCIETY NAME **Flat No and Society Name**

Landmark \*  
LANDMARK **Opp./ Near/ Behind such Milestones**

Area \*  
AREA **Area**

City/Village \*  
ENTER CITY/VILLAGE **City**

Taluka \*  
ENTER TALUKA **Village**

District \*  
ENTER DISTRICT **District**

State \*  
ENTER STATE **State**

Country \*  
ENTER COUNTRY **Country**

Pincode \*  
ENTER PINCODE **Zip Code**

Student Mobile No \*  
ENTER STUDENT MOBILE NO **Student's Mobile No**

Father's Mobile No \*  
ENTER FATHER'S MOBILE NO **Father's Mobile No.**

Mother/Guardian Mobile No  
ENTER MOTHER'S MOBILE NO **Mother's Mobile No.**

Residence Phone No  
ENTER RESIDENCE PHONE NO

Fax No  
ENTER FAX NO

Email Address Of Student \*  
ENTER **Student Email ID is Compulsory**

Email Address Of Parent  
ENTER EMAIL ADDRESS OF PARENT

**Permanent Address Detail**

Same As Current **Click here if both addresses are same.**

Flat No/House No and Society Name

## STEP - 07

### Insert Guardian's Details as per Instruction of Box.

#### Permanent Address Detail

Same As Current [Click here if Communication and Permanent Address both are Same Else Fill All the Details again.](#)

Flat No/House No and Society Name  
FLAT NO/HOUSE NO AND SOCIETY NAME

Landmark  
LANDMARK

Area  
AREA

City/Village  
ENTER CITY/VILLAGE

Taluka  
ENTER TALUKA

District  
ENTER DISTRICT

State  
ENTER STATE

Country  
ENTER COUNTRY

Pincode  
ENTER PINCODE

#### Guardian Detail

First Name \*  
ENTER FIRST NAME **Surname**

Middle Name \*  
ENTER MIDDLE NAME **Guardian's Name**

Last Name/ Surname \*  
ENTER LAST NAME / SURNAME

Relation with Student \*  
--Select Relation-- **Relationship**

Qualification \*  
ENTER QUALIFICATION **Education of Guardian**

Service Type \*  
--Select Service Type-- **Service Type**

Service Sector \*  
--Select Service Sector-- **Sector**

Designation \*  
ENTER DESIGNATION **Designation of Guardian**

Industry Type \*  
--Select Industry Type-- **Industry Type**

Organization Name \*  
ENTER ORGANIZATION NAME **Company Name**

Annual Income  
ENTER ANNUAL INCOME **Annual Income**

**PAY 3000**

\* Fields are Mandatory and Rest all are optional.

Button Will Work when all Mandatory Fields are Filled Correctly.

## STEP - 08

Click on **PAY 3000** Button and You will be redirected on Payment Gateway.

Please Verify All Billing Information.

English

**Billing Information**

XXXX XXXXXXXX

<-31/368 YYYYY YYYYYYYY Csp.AAAAAAAAAAAAAAAAAAAAAA N/A/WADAJ

380013 Ahmedabad

Gujarat India

XXXXXX support@RP@SILVERCAJUMI.AC.IN

Notes (Optional)

My Billing and Shipping address are different.

**Payment Information**

Credit Card  
Card Number  
Debit Cards  
Net Banking  
Paym  
Wallet  
UPI  
EMV Options

Card Number  
Expiry Date  
CVV

Save your cards with CCAvenue Checkout for future payments (Note: We do not store your CVV/C number)

I agree with the [Privacy Policy](#) by proceeding with this payment.

**INR 3000** (Total Amount Payable)

**Make Payment** **Cancel**

**ORDER DETAILS**

Order #: 637712008069575245

Coupon Code [Apply](#)

Order Amount 5.00

Total Amount **INR 5.00**

**CC Avenue CHECKOUT**

Checkout login for registered users only.

Enter Username  
Enter Password  
[Forgot Password?](#) **Login**

## STEP - 09

### Select any suitable Payment Option and Make Payment.

Order #: 637712808069575246  
Coupon Code [Add!](#)  
Order Amount 5.00  
Total Amount INR 5.00

**CC Avenue CHECKOUT**

Checkout login for registered users only  
Enter Username  
Enter Password  
[Forgot Password?](#) **Login**

**Use suitable Payment Option and Make Payment.**  
 My Billing and Shipping address are different

**Payment Information**

Credit Card  
 BHIM  PhonePe  Tez (Tez)

Debit Cards

Net Banking  
 PAYtm  WhatsApp  Other UPI

Paytm  
Enter your UPI ID

Wallet

UPI **UPI payment option is temporarily down. Please select another payment option.**  
[How to pay using UPI?](#)

EMV Options  Pay By QR Code

INR 3000.00 (Total Amount Payable)  
**Make Payment** **Cancel**

**You can use**  
**Credit Card, Debit Card, Net Banking, UPI and QR Code Options also by clicking on the Same.**

## STEP - 10

### After Successful Payment You will Receive an SMS and Email as a Payment Proof.

**Thank You For Pay Fees Online!**

Dear Student, You have successfully completed your Enrollment Process and Please [Click Here](#) Download this Enrollment Form for Future Reference.

**You will be redirected to this Page after successful Payment and Click on "Click Here" to download Enrollment Form.**

**SILVER OAK UNIVERSITY Enrollment Form**

Enrollment No. 202303012089

Enrollment No.

Name of the Candidate  Photo

Institute  Signature

Gender  Address Type  Will be Here

Address Line

City

**Educational Details**

Class Name	Seat No.	Rank in Class	Passing Year	Passing Month	Marks
B.A.	202303	75.00	2023	March	75.00
B.A.	202303	85.37	2023	May	85.37

Signature of Student  Seal & Sign of Principal

Name of Student: Mr. Jyoti K. Wadgaonkar  
Enrollment No: 202303012089  
Amount Paid: Enrollment Fee (Silver Oak University) INR 5000/-  
Payment Date: 21/11/2023 11:27:45  
Transaction ID: 646523077019310542755213 Order ID: 637712808069575246

**Download Enrollment Form available after Successful Payment.**

**Congratulations !!!**  
**You have Successfully Completed Online Enrollment Process.**