Circular for Lateral Entry Enrollment Process

It is to inform all the concern students of College of Technology 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 are hereby informed to refer following instructions before completing process.

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.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Start and End Date</th>
<th>Penalty Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enrollment Form Regular Dates</td>
<td>01-11-2021 to 11-11-2021</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>2</td>
<td>Enrollment Form Extended Regular Dates</td>
<td>12-11-2021 to 15-11-2021</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Enrollment Form Penalty Phase - I</td>
<td>16-11-2021 to 22-11-2021</td>
<td>Rs. 100/-</td>
</tr>
<tr>
<td>4</td>
<td>Enrollment Form Penalty Phase - II</td>
<td>23-11-2021 to 29-11-2021</td>
<td>Rs. 500/-</td>
</tr>
<tr>
<td>5</td>
<td>Enrollment Form Penalty Phase - III</td>
<td>30-11-2021 to 03-12-2021</td>
<td>Rs. 1000/-</td>
</tr>
</tbody>
</table>

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@silervoakuni.ac.in

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/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
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/](https://enrollment.silveroakuni.ac.in/)

**STEP - 02**

Enter Enrollment No and registered Student Mobile No along with Captcha.
STEP - 03
Enter the OTP received on Registered Student Mobile No.

STEP - 04
Insert Correct Student Details as per the Instructions Given in the Block.
STEP - 05
Insert Correct Additional and Academic Details as Per Marksheet.

STEP - 06
Insert Current Address as Communication Address along with Permanent address and if Both are same then Tick on given Check Box.
STEP - 07
Insert Guardian's Details as per Instruction of Box.

STEP - 08
Click on PAY 3000 Button and You will be redirected on Payment Gateway.
STEP - 09
Select any suitable Payment Option and Make Payment.

STEP - 10
After Successful Payment You will Receive an SMS and Email as a Payment Proof.

Download Enrollment Form available after Successful Payment.

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