

Circular No.: SOU/CIR/2021/33

Date: 11/11/2021

## **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.

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

  
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](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.

**SILVER OAK UNIVERSITY**  
EDUCATION TO INNOVATION

Enrollment No. \* \* indicates mandatory fields

ENTER ENROLLMENT NO. ENTER Your Enrollment No Here

Mobile No \*  
ENTER MOBILE NO. Enter Student's Registered Mobile No

884051

ENTER CAPTCHA CODE HERE [Add Captcha](#)

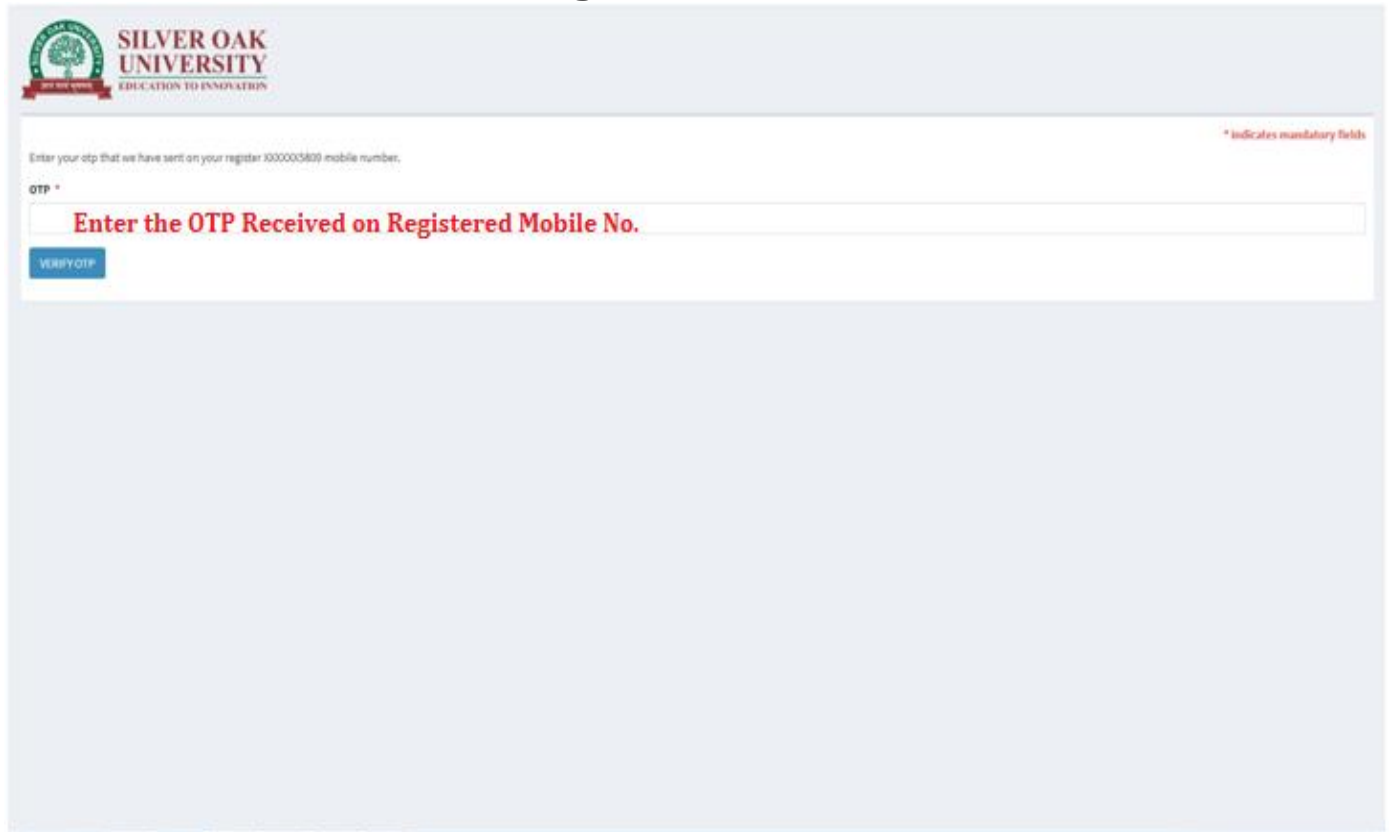
[SEND OTP](#) [Click Here](#)

**Instructions**

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
  - 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

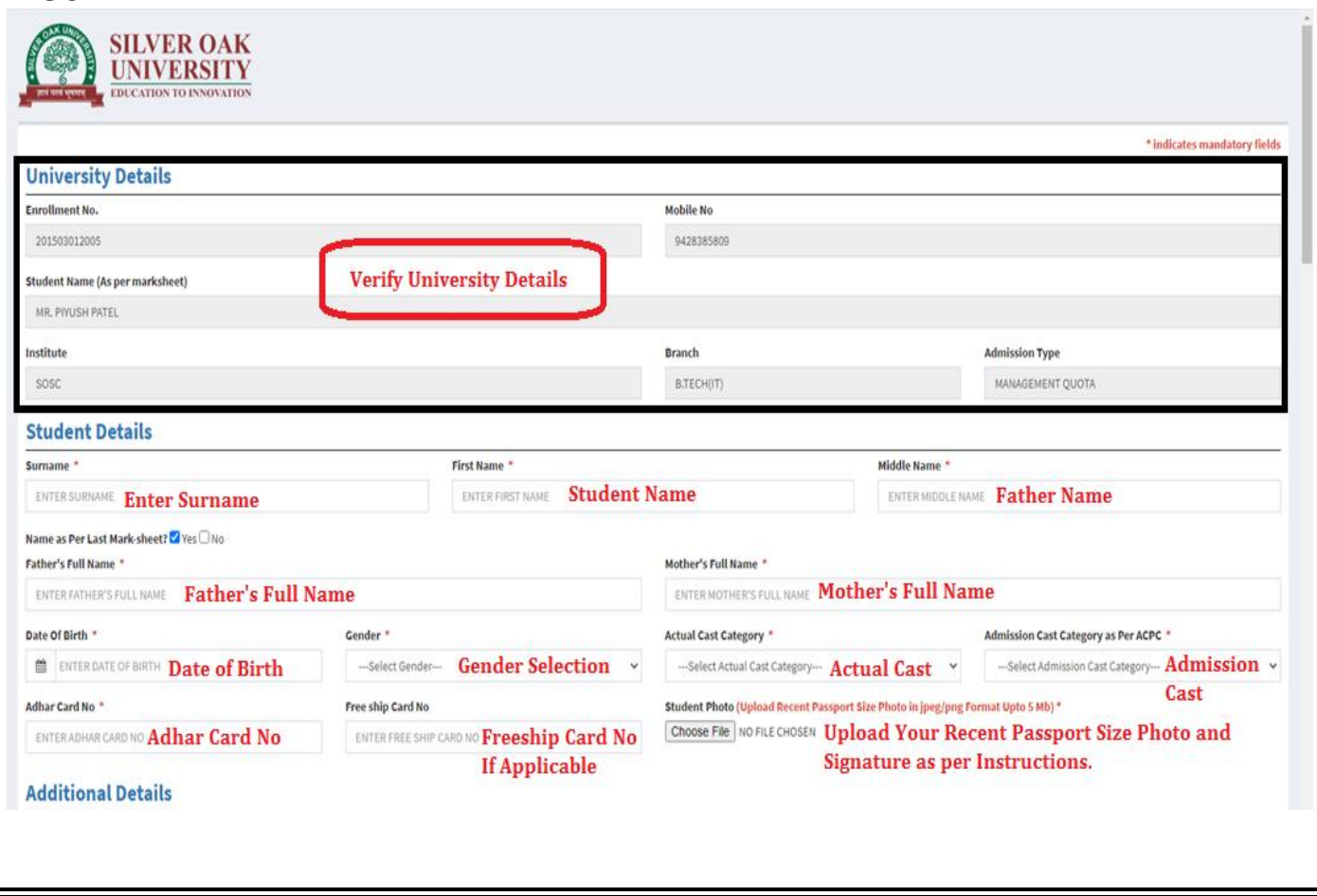
Enter the OTP received on Registered Student Mobile No.



The screenshot shows the Silver Oak University logo at the top left. Below it, a text prompt reads: "Enter your otp that we have sent on your register XXXXXX5809 mobile number." To the right of this text is a small red asterisk with the text "\* Indicates mandatory fields". Below the prompt is a text input field containing the text "Enter the OTP Received on Registered Mobile No." in red. Underneath the input field is a blue button labeled "VERIFY OTP".

## STEP - 04

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



The screenshot shows the Silver Oak University logo at the top left. Below it, a text prompt reads: "Enter your otp that we have sent on your register XXXXXX5809 mobile number." To the right of this text is a small red asterisk with the text "\* Indicates mandatory fields". Below the prompt is a text input field containing the text "Enter the OTP Received on Registered Mobile No." in red. Underneath the input field is a blue button labeled "VERIFY OTP".

**University Details**

Enrollment No.	201503012005	Mobile No	9428385809
Student Name (As per marksheet)	MR. PIYUSH PATEL		
Institute	SOSC	Branch	B.TECH(IT)
Admission Type	MANAGEMENT QUOTA		

**Student Details**

Surname \*  Enter Surname

First Name \*  Student Name

Middle Name \*  Father Name

Name as Per Last Marksheet?  Yes  No

Father's Full Name \*  Father's Full Name

Mother's Full Name \*  Mother's Full Name

Date Of Birth \*  Date of Birth

Gender \*  Gender Selection

Actual Cast Category \*  Actual Cast

Admission Cast Category as Per ACPC \*  Admission Cast

Adhar Card No \*  Adhar Card No

Free ship Card No  Freship Card No If Applicable

Student Photo (Upload Recent Passport Size Photo in jpeg/png Format Upto 5 Mb) \*  NO FILE CHOSEN Upload Your Recent Passport Size Photo and Signature as per Instructions.

**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.AAAAAAAAAAAAAAAAAAAAAAA N/A/WADAJ

380013 Ahmedabad

Gujarat India

XXXXXX supporteRP@SILVERCAKUMI.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

Expiry Date Month Year 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

Order Amount 5.00

Total Amount **INR 5.00**

**CC Avenue CHECKOUT**

Checkout login for registered users only.

Enter Username

Enter Password

[Forgot Password?](#)

## 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  
Debit Cards  
Net Banking  
Paytm  
WhatsApp  
Other UPI  
UPI  
EMV Options

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

Pay By QR Code

**INR 3000** (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**

**Student Signature and Passport Size Photo must be within the Box Only**

I am applying for the enrollment at Silver Oak University. I hereby assure you that I have not received approval with any other university/collegiate under UGC act or any other provision/act/ordinance enacted under State act or any other manner. If I found so, my enrollment will deemed to be cancelled and/or disciplinary action will be taken by University. I will be abide by all the rules and regulations of Silver Oak University. I am paying Rs. 1500 as University Enrollment Fee & Rs. 1500

Class Name	Seat No.	Enroll to Fee (INR)	Enroll Date	Enroll Month	Enroll Year
B.A.	202102	75.00	2021	March	2022
B.A.	202102	85.00	2021	May	2022

**Payment Summary**

Name of Student: Mr. Jitendra Meel  
Enrollment No: 20210202001  
Amount Paid: Enrollment Fee (Silver Oak University) (INR)  
Payment Date: 01/11/2021 11:27:45  
Transaction ID: 637712808069575246

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

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