

Circular No.: SOU/CIR/2023/75

Date: 03/10/2023

## **Circular for Enrollment Process**

It is to inform all the concern students at **SILVER OAK INSTITUTE OF BUSINESS MANAGEMENT** that Enrollment Process is mandatory and to make this easier, Silver Oak University has adopted Online Enrollment Process for **Admission Year 2023-24**. All Students of **SILVER OAK INSTITUTE OF BUSINESS MANAGEMENT** are hereby informed to refer following instructions before starting the process.

**Please refer the Below Mentioned Instructions before Starting the Enrollment Process.**

1. Refer Instruction and Guideline for Online Enrollment Process.

2. Link for the Enrollment Process is:

<https://studentportal.silveroakuni.ac.in/UMSStudents/login.aspx>

3. Schedule with deadline for Online Enrollment Process.

Sr. No.	Description	Start and End Date	Penalty Amount
1	<b>Enrollment Form Regular Dates</b>	<b>03-10-2023 to 12-10-2023</b>	<b>- NIL -</b>

4. No request will be granted for Enrollment Process after given dates.

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)

7. Note: Do not Make/Receive any Call while processing for Payment because of the same you might lost your Internet Connectivity and which will result into Failure of Transaction. As well as

**Do Not Press Back button or Don't use Refresh Button while Making any Online Payment.**

**8. University Professional Regulatory Charges is also live for Admission Year 2023-2024.**

S/d-  
Registrar

CC:

(01) Provost ,SOU

(02) Vice Provost ,SOU

(03) Dean, Non-Tech Programs

(04) Principal, SOCC

(05) Chief of Examination

(06) Placement Cell

(07) Student Section, Non-Tech

(08) NSS Coordinator

(09) Team of Admission

(10) Academic Section

## **Instructions and Guidelines for Online Enrollment Process.**

1. Use Only Google Chrome Browser for Student Portal.
2. All Students will receive SMS along with Enrollment No, One Time Password and Link for the Enrollment Process.
3. You can also use Forgot Password Option in case you don't receive SMS and add your Enrollment No and Registered Mobile No to receive the SMS to RESET the Password. You will receive a link and click on the same to RESET your password using Google Chrome.
4. This Process is Mandatory for all the students those who have secured the admission at Silver Oak University.
5. In Case of any query drop an email on [support.erp@silveroakuni.ac.in](mailto:support.erp@silveroakuni.ac.in)

## **Important Information Related to Online Payment.**

**Note: Do not Make/Receive any Call while processing for Payment because of the same you might lost your Internet Connectivity and which will result into Failure of Transaction. As well as Do Not Press Back button or Don't use Refresh Button while Making any Online Payment.**

**Do Not make payment second payment even if your First payment has got cancelled. In such cases contact ERP Section at D-314 and after verification of payment status at ERP Section you can proceed for another payment.**

### **STEP - 01**

**Click on the link which you have received through SMS.**

**<https://studentportal.silveroakuni.ac.in/UMSStudents/login.aspx>**



**Scan the Same and Use Google Chrome browser only.**

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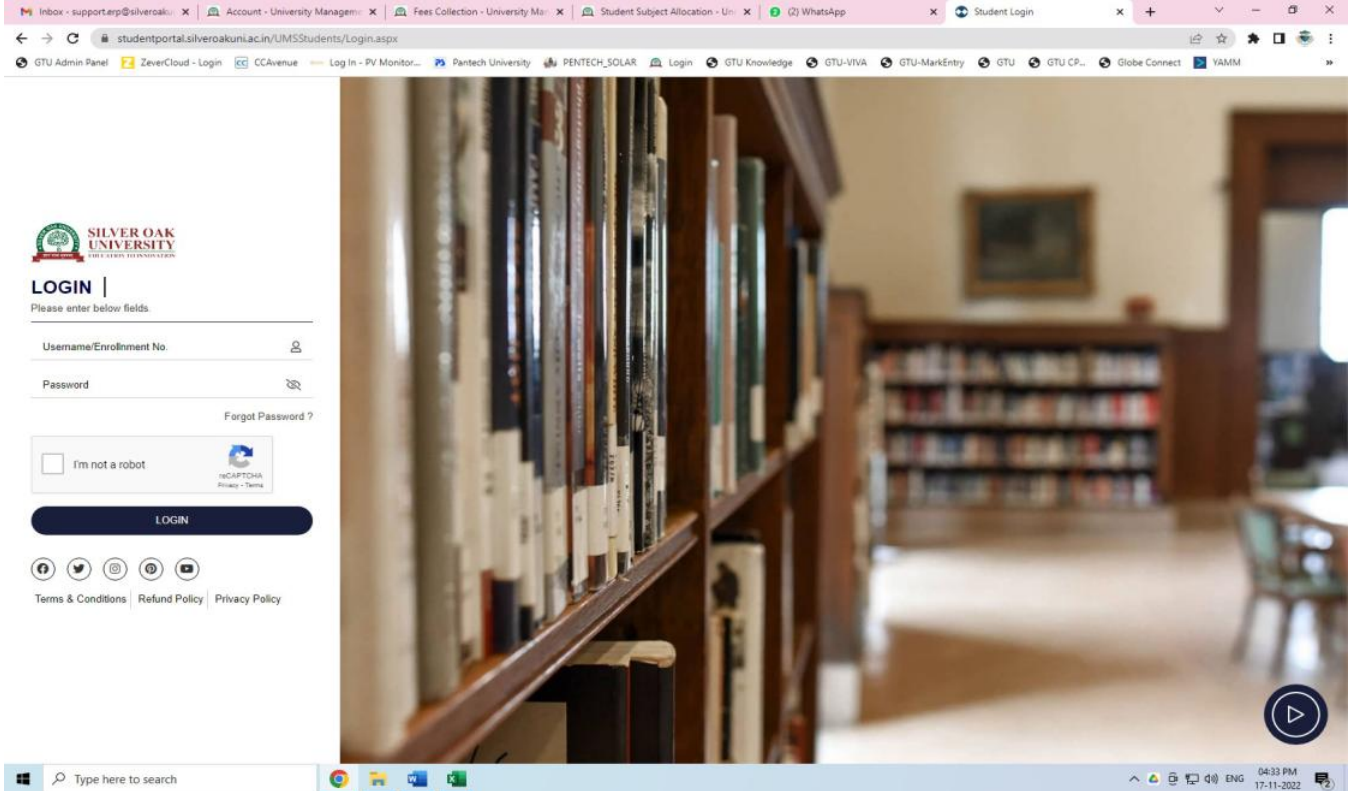
**SILVER OAK  
UNIVERSITY**  
EDUCATION TO INNOVATION

(Established Under Gujarat Private Universities Act 2009)  
Web : www.silveroakuni.ac.in

ભાગવત વિદ્યાપીઠની સામે,  
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અમદાવાદ-૩૮૨૪૮૧  
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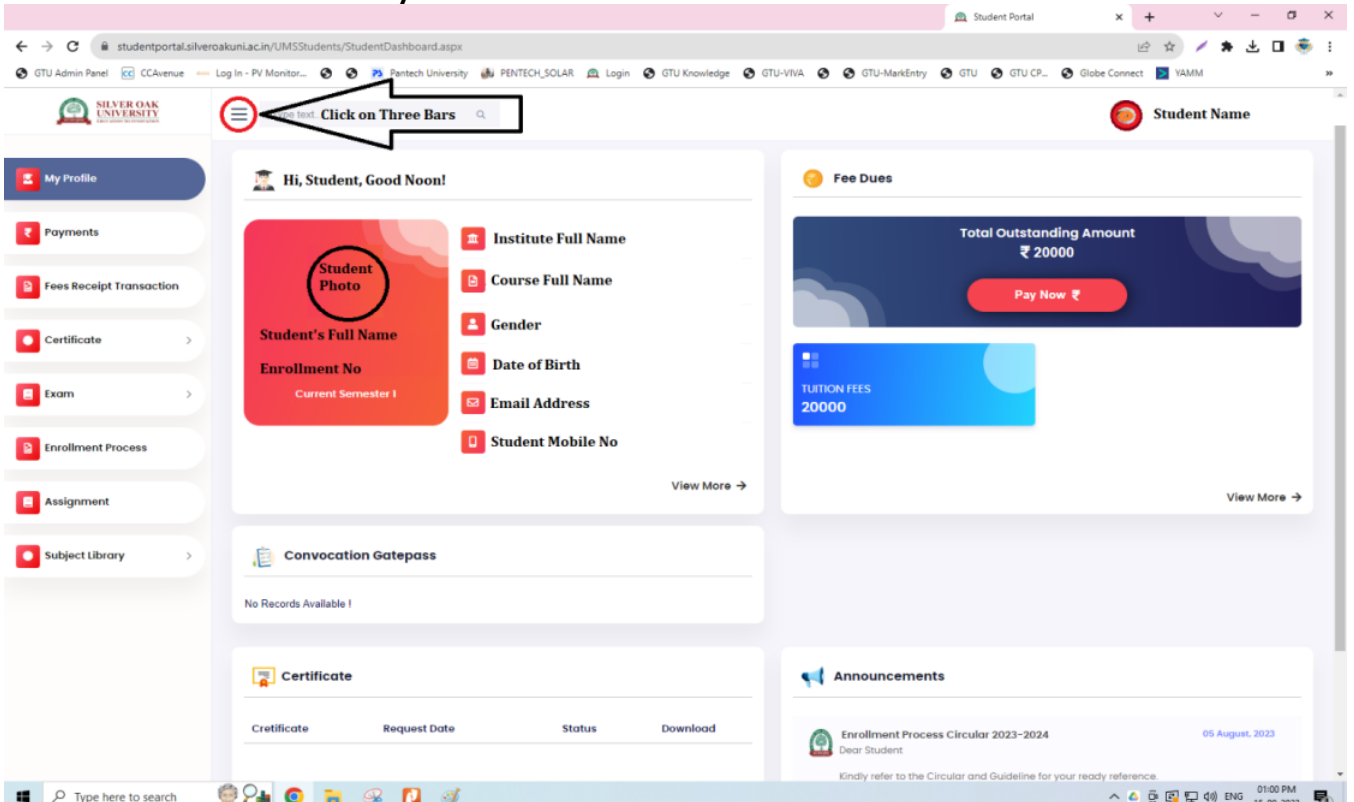
## STEP - 02

### Enter Enrollment No and One Time Password received through SMS.



## STEP - 03

### Click On Three bars / Enrollment Process Icon and Proceed Further.



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## Then

Student Photo & Full Name of Student.

Enrollment Process	Status	Form Start / End Date	Enrollment Completion Date	Payment Receipt	Enrollment Form
<b>Enrollment No</b>	Pending	14/09/2023 To: 29/09/2023	-	-	<a href="#">Submit Enrollment Form</a>

Click on Enrollment Process Icon.

Click Here for Data Verification & Payment of Fees.

## STEP - 04

**Verify All the available details and In case of any changes refer to the guideline Images.**

Student Photo & Full Name As Per Marksheet.

**Verify Your Basic Details & in case of any changes kindly Contact Student Section.**

Photo Name Enrollment Number Gender Course

**Student Basic Details :**

Student Full Name (As per Marksheet) : **Student Full Name AS PER MARKSHEET**

Date of Birth : DD/MM/YYYY Student Aadhar Card Number : 1234 XXXX 4567  
Student Mobile Number : 982XXXX789 Father Mobile Number : 989XXXX259  
Student Email id : Email@gmail.com Father Email id : Email2@gmail.com

**Address Details : Verify Address Details**

Current Address 1 : Current Address 2 :  
Area : State :  
City : Country :  
Pincode :

**Permanent Address : Verify Permanent Address Details.**

Permanent Address 1 : Permanent Address 2 :

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**Then verify uploaded documents and in case of any changes kindly contact Admission Cell - Scanning & Scrutiny Department at Block - E - Extension.**

The screenshot shows the 'Enrollment Process Details' page. It includes a sidebar with navigation options like 'My Profile', 'Payments', 'Fees Receipt Transaction', 'Certificate', 'Exam', 'Enrollment Process', 'Assignment', and 'Subject Library'. The main content area displays personal details (Area, City, Pincode, State, Country) and sections for 'Education Documents' and 'Other Documents' with upload icons. A 'Pay Now ₹ 1500.00' button is highlighted with a red arrow pointing to it, with the text 'Click Here for Payment.' next to it.

## STEP - 05

**Click on **PAY NOW: 1500** Button and You will be redirected on Payment Gateway.**

The screenshot shows the 'Billing Information' page on the payment gateway. A large yellow arrow points to the 'Verify Billing Means Students' Details & then Scroll Down' instruction. The form includes fields for 'Student's Full Name', 'Address Line 1', 'Pincode', 'City', 'State', 'Country', 'Mobile No', and 'Email ID'. There is also a 'Notes (Optional)' field and a checkbox for 'My Billing and Shipping address are different'. On the right, an 'ORDER DETAILS' box shows 'Order #', 'Order Amount', and 'Total Amount (INR 1500.00)'.

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## STEP - 06

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

My Billing and Shipping address are different

**Payment Information**

Credit Card > We Accept: **VISA**

Debit Cards

Net Banking

Paytm (Wallet)

Wallet

UPI

EMI Options

Card Number

Expiry Date Month Year CVV

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

**INR 1500.00** (Total Amount Payable)

**Make Payment** **Cancel**

**Make Payment and Download Enrollment Form.**

**Select Payment Methods i.e Credit Card, Debit Card, Net Banking, Paytm Wallet, UPI options such as Google Pay, Phone Pay, BHIM along with QR Code Facility.**

## STEP - 07 - After Successful Payment You will Receive SMS and Email as a Payment Proof.

Student Portal

Enrollment Process

Enrollment Process	Status	Form Start / End Date	Enrollment Completion Date	Payment Receipt	Enrollment Form
Enrollment No	Completed	14/09/2023 To 29/09/2023	Date of Completion	Payment Receipt	<a href="#">Download Form.</a>

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

**Congratulations!!!**

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