

## GUIDELINES FOR FORM FILLING FOR ADMISSION 2023-24

- Note:**
1. Please provide clear passport size black and white photo. Please do not upload selfies
  2. Please provide clear picture of signature (for signature a plain paper and with the black pen put your signature and scan it with the help of your mobile)
  3. \* Marks Fields are mandatory to be filled
  4. Please Keep also the necessary documents ready for uploading in JPG/Pdf format
  5. Once the form is confirmed no changes can be done

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| Step 1  | Click on the: - <a href="http://enrollonline.co.in/Registration/Apply/VPM">http://enrollonline.co.in/Registration/Apply/VPM</a>  |
| Step 2  | After link is opened, Click on <b>Go To Sign Up</b><br>Create your own <b>Username</b> and <b>Password</b> , Enter your Email Id, Mobile Number and then Click on <b>Register</b> . You will get a <b>SMS</b> regarding successful registration with <b>Username and Password</b><br><b>Use that Username and password and Login</b> |
| Step 3  | Once you Login, Read the instructions carefully and Select <b>Applying</b> for Under/Post Graduate then click on <b>Continue</b> to proceed.   |
| Step 4  | <b>After Clicking on Continue, it will show up menu option for form filling</b>  |
| Step 5  | <b>Personal Details:</b><br>Enter your proper and correct personal data, and Click on <b>Save and Next.</b>  |
| Step 6  | <b>Address Details:</b><br>Fill the address details and click on <b>Save and Next.</b>   |
| Step 7  | <b>Education: (for Under Graduate).</b><br>Fill the details of your HSC/SSC exam & Click on <b>Save &amp; Next.</b>  |
| Step 7  | <b>Photo &amp; Signature Details:</b><br>Upload Photo and Signature and click on <b>Save and Next.</b>   |
| Step 8  | <b>Course Selection:</b><br>Select your specific Course and click on <b>Save and Next.</b>   |
| Step 9  | <b>Last Qualifying Exam Details:</b><br>Enter your Last Qualifying Exam Details. (Please enter the details carefully).and click on <b>Save and next.</b>   |
| Step 10 | <b>Upload Document:</b><br>Upload all the required documents and click on <b>Save and Next.</b>  |
| Step 11 | <b>Subject Details:</b><br>Select the Subject or subject group and click on <b>Save and Next.</b>  |
| Step 12 | <b>Payment:</b><br>Click on <b>Pay Now</b> button to do the registration amount payment.   |
| Step 13 | <b>Confirm Registration:</b><br>After <b>Payment</b> is Successful you will get <b>Registration confirmation.</b>  |
| Step 14 | Click on <b>PREVIEW</b> button to check all the details entered by you in the form are correct. If any Correction is there then please do the necessary changes and Click on <b>Confirm Application.</b>   |
| Step 15 | After Complete Process is done, Click on <b>Print Application</b> to take copy of the form filled also click on the <b>Print Receipt</b> to take the copy of Payment receipt   |

### **Please Note:**

The success rate for Rupay cards is on lower side, you are advised to use other card in case of awaited/ failure of payment.

If you want apply for multiple courses, then go to Course Selection page again & Select the other course for which you have to apply & do the above steps again.

**\*\*\*\*\*ONCE THE FORM IS CONFIRM NO CHANGES WILL BE DONE\*\*\*\*\***

### **IMPORTANT NOTE:** -

In case of queries regarding payment, where payment is deducted but still shows **"PAY NOW"** option again,

1. Refresh the page by pressing (CTRL + F5) Or wait for Next 24 hrs.
2. (Do not make multiple transactions)
3. Click on Payment Requery to Check the Transaction Status.