

## GUIDELINES FOR FORM FILLING FOR ADMISSION 2024-25 —

- 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**

Step 1	<b>NOTE: Make sure you have done Pre admission Online Enrolment (on University Website) <a href="https://mumoa.digitaluniversity.ac">https://mumoa.digitaluniversity.ac</a> before proceeding the following steps.</b> 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> 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> <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> Enter your proper and correct personal data, and Click on <b>Save and Next.</b>
Step 6	<b>Address Details:</b> Fill the address details and click on <b>Save and Next.</b>
Step 7	<b>Education: (for Under Graduate).</b> Fill the details of your HSC/SSC exam & Click on <b>Save &amp; Next.</b>
Step 7	<b>Photo &amp; Signature Details:</b> Upload Photo and Signature and click on <b>Save and Next.</b>
Step 8	<b>Course Selection:</b> Select your specific Course and click on <b>Save and Next.</b>
Step 9	<b>Last Qualifying Exam Details:</b> 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> Upload all the required documents and click on <b>Save and Next.</b>
Step 11	<b>Subject Details:</b> Select the Subject or subject group and click on <b>Save and Next.</b>
Step 12	<b>Payment:</b> Click on <b>Pay Now</b> button to do the registration amount payment.
Step 13	<b>Confirm Registration:</b> 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.**