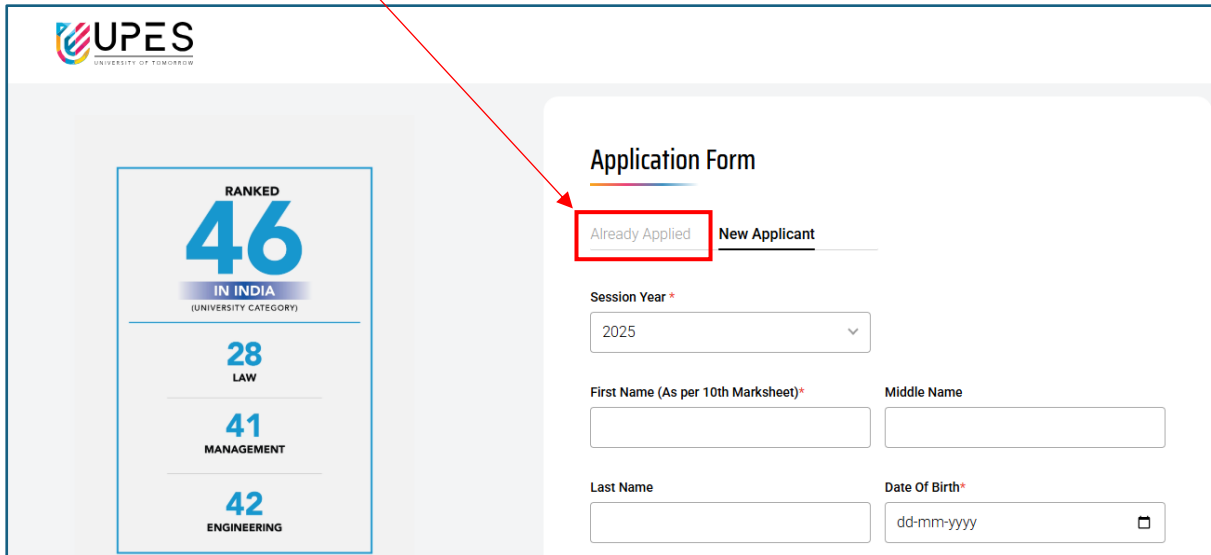


# SOP: Exam Slot Booking Process

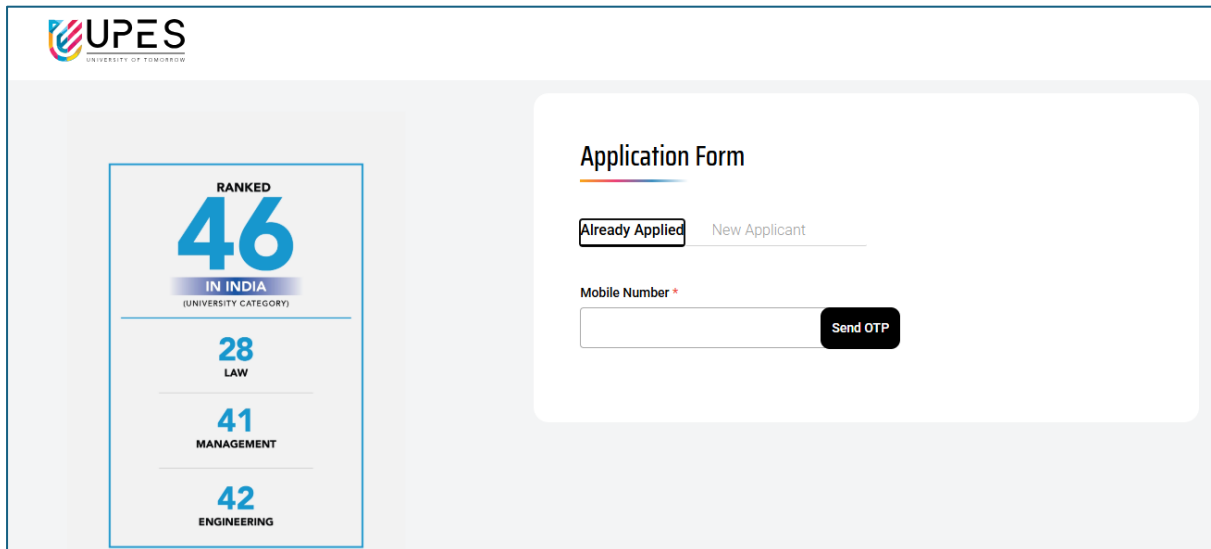
URL: <https://admission.upes.ac.in/Login>

1. Click on the **Already Applied** option:



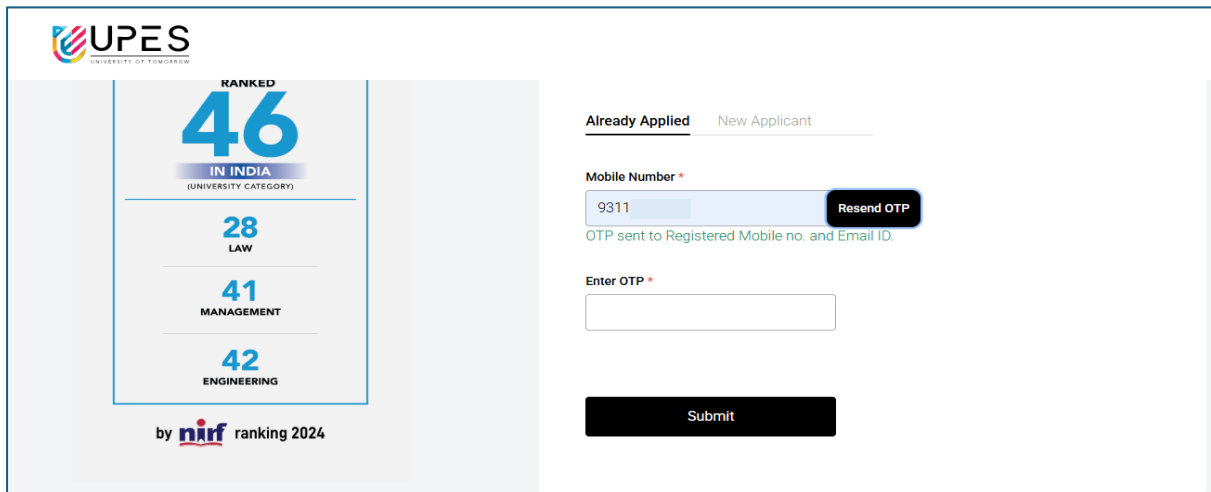
The screenshot shows the UPES Application Form page. On the left, there is a ranking card for UPES University of Tomorrow, ranked 46 in India (University Category). The card also lists rankings for Law (28), Management (41), and Engineering (42). On the right, the 'Application Form' section has two tabs: 'Already Applied' (selected and highlighted with a red box) and 'New Applicant'. Below the tabs, there is a 'Session Year' dropdown menu set to 2025. There are input fields for 'First Name (As per 10th Marksheet)\*', 'Middle Name', 'Last Name', and 'Date Of Birth\*' (with a date picker icon).

2. Login with your registered mobile number:



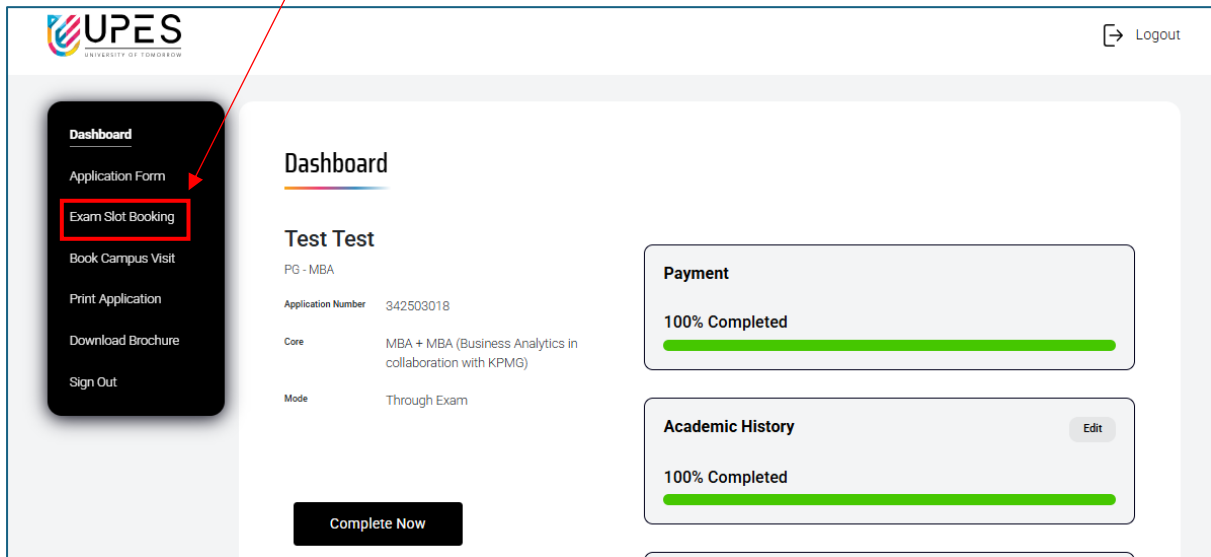
The screenshot shows the UPES Application Form page. The 'Already Applied' tab is selected. Below the tabs, there is a 'Mobile Number\*' input field and a 'Send OTP' button. The ranking card on the left is the same as in the previous screenshot.

3. Enter the OTP received on your registered mobile number:

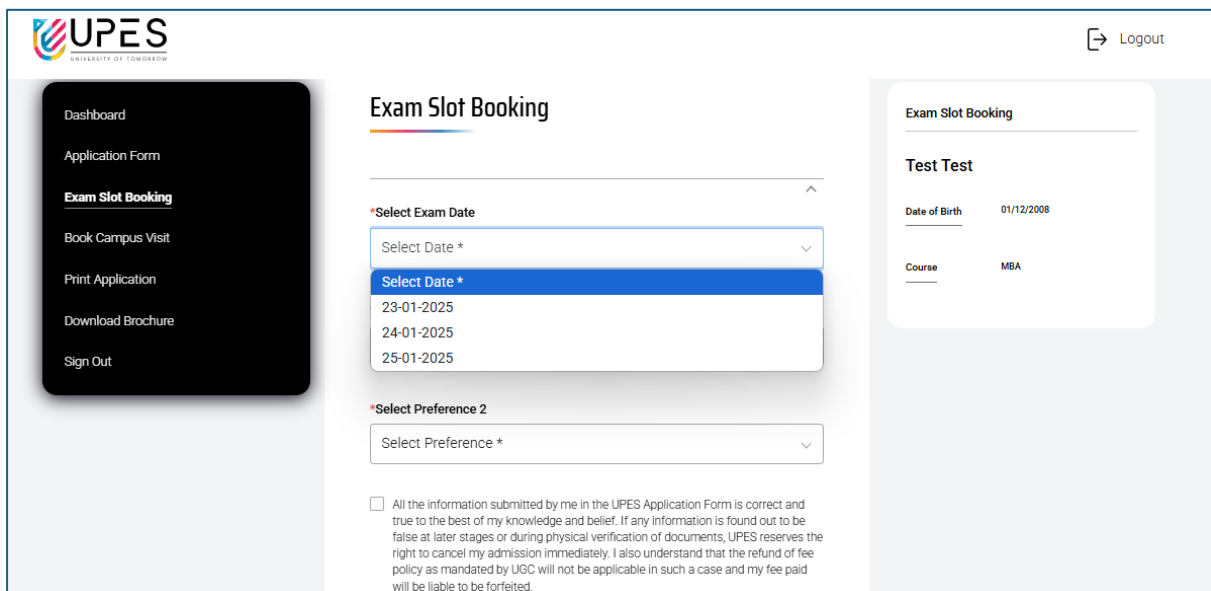


The screenshot shows the UPES Application Form page. The 'Mobile Number\*' field now contains the number '9311' and a 'Resend OTP' button is visible. Below the mobile number field, there is a note: 'OTP sent to Registered Mobile no. and Email ID.' Below that, there is an 'Enter OTP\*' input field and a 'Submit' button. The ranking card on the left is the same as in the previous screenshots, with the text 'by nirf ranking 2024' at the bottom.

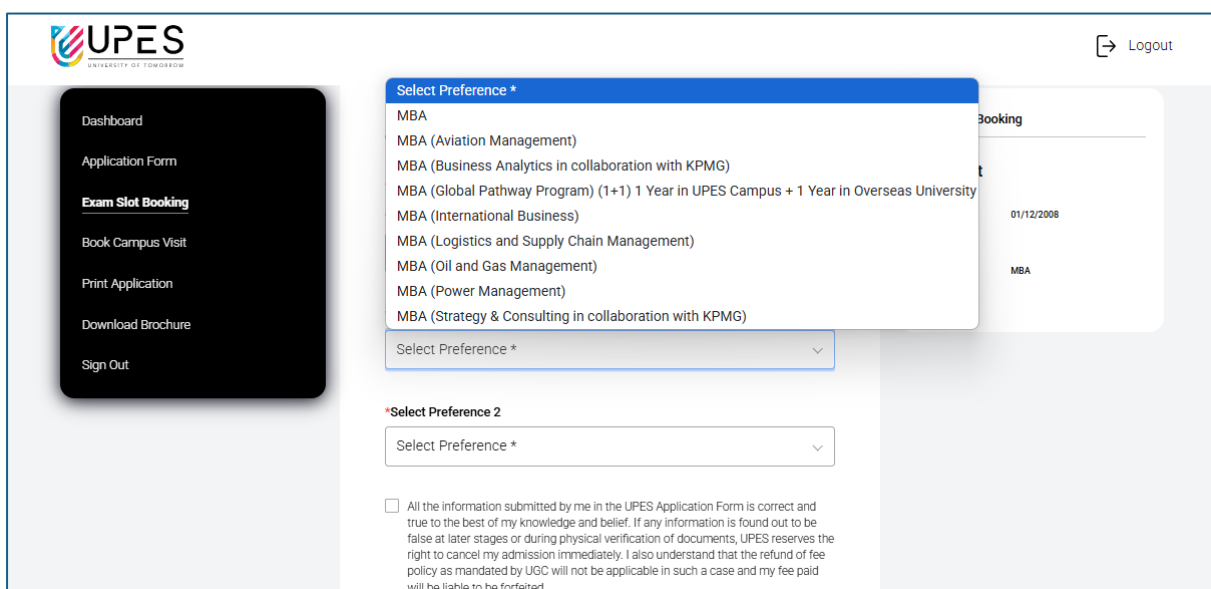
4. Click on **Exam Slot Booking** under the Dashboard:



5. Select the available dates when you want to take the exam:



6. Select Program Preference 1 and 2 (Both should be different):



7. Tick the checkbox and click submit:

Dashboard

Application Form

**Exam Slot Booking**

Book Campus Visit

Print Application

Download Brochure

Sign Out

### Exam Slot Booking

**Select Exam Date**

25-01-2025

**Select Preference 1**

MBA (Business Analytics in collaboration with KPMG)

**Select Preference 2**

MBA

All the information submitted by me in the UPES Application Form is correct and true to the best of my knowledge and belief. If any information is found out to be false at later stages or during physical verification of documents, UPES reserves the right to cancel my admission immediately. I also understand that the refund of fee policy as mandated by UGC will not be applicable in such a case and my fee paid will be liable to be forfeited.

Submit

8. Confirmation of Exam Slot Booking:

- Kindly review the exam details thoroughly (Date, Time, and Login Window).
- You can download the entrance exam guide.

Dashboard

Application Form

**Exam Slot Booking**

Book Campus Visit

Print Application

Download Brochure

Sign Out

### Slot Confirmation

Dear Test,

We are pleased to inform you that your online entrance exam, **UPESMET**, is scheduled as per the date you selected.

**Exam Details:**

- Course: MBA
- Program Preference: MBA (Business Analytics in collaboration with KPMG)
- Application Number: 342503018
- Exam Date: 25/01/2025
- Login Window: 10:00 AM to 02:00 PM
- Time Duration: 120 Minutes

You will receive the test and demo link on your registered email ID on or before **24/01/2025**. The test link will be active on **25/01/2025** between **10:00 AM to 02:00 PM**. You can log in using your application number and DOB as credentials.

**Important Note:**

- Eligibility Criteria: Minimum 50% marks in Class X, XII and Graduation (Graduation from a recognized University).

[Click here](#) to download the entrance exam guide.

In case of any query, feel free to email us at [enrollments@upes.ac.in](mailto:enrollments@upes.ac.in) or call us on our Toll-Free No. **1800 102 8737** (10 AM to 07 PM).

We wish you the best of luck with your exam!

Best regards,  
Team UPES

You will get a confirmation email on your registered email ID with the same details. You will receive the demo link two days before the exam and the test link a day before the exam, along with your login credentials. In case of any query, feel free to call us on our toll-free number 18001028737 (10 AM to 7 PM) or email us at [enrollments@upes.ac.in](mailto:enrollments@upes.ac.in).

Dear Test,

We are pleased to inform you that your online entrance exam, **UPESMET**, is scheduled as per the date you selected.

**Exam Details**

Course:	MBA
Program Preference:	MBA (Business Analytics in collaboration with KPMG)
Application Number:	342503018
Exam Date:	25/01/2025
Login Window:	10:00 AM to 02:00 PM
Time Duration:	120 Minutes

You will receive the test and demo link on your registered email ID on or before **24/01/2025**. The test link will be active on **25/01/2025** between **10:00 AM to 02:00 PM**. You can log in using your application number and DOB as credentials.

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Best regards,  
Team UPES