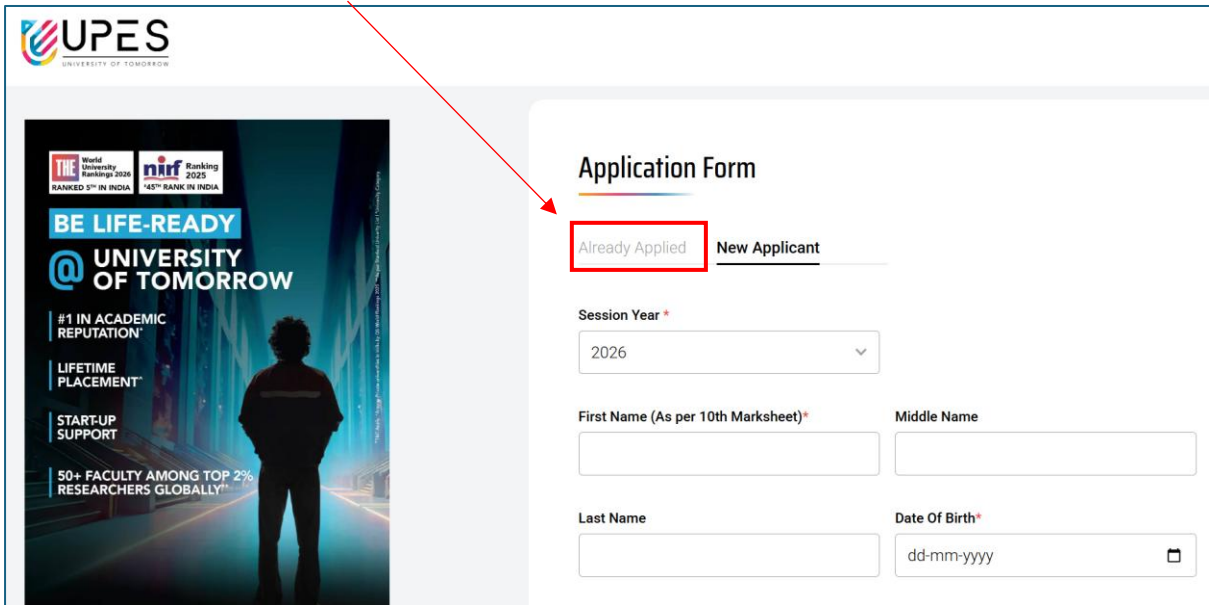


SOP: Exam Slot Booking Process

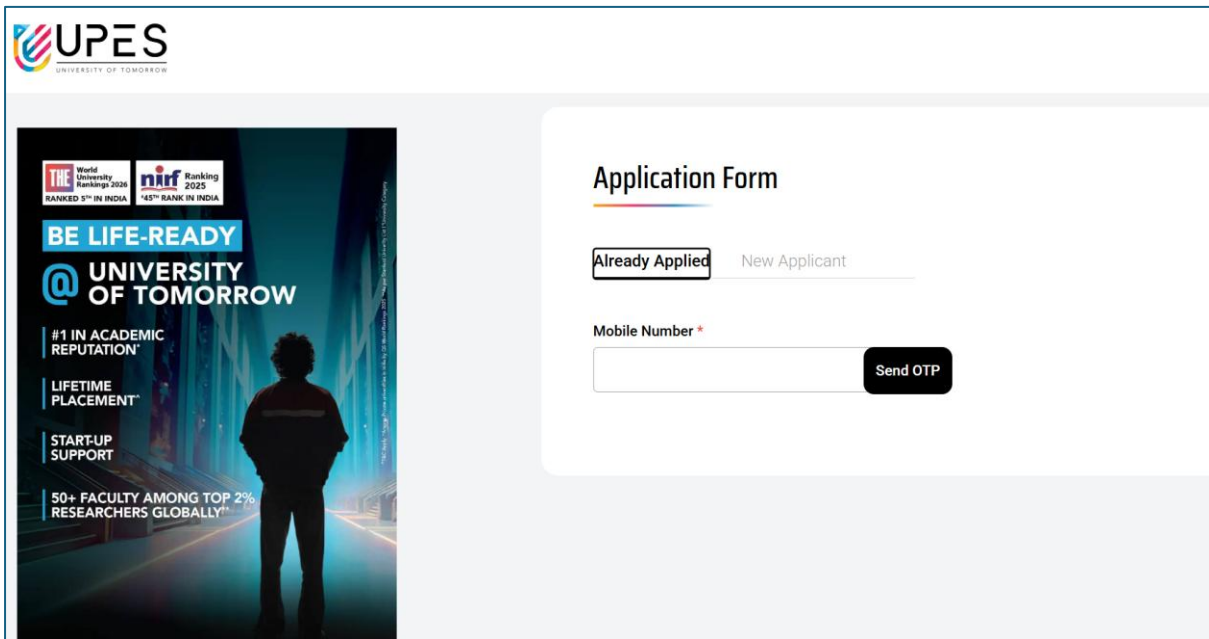
URL: <https://admission.upes.ac.in/Login>

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



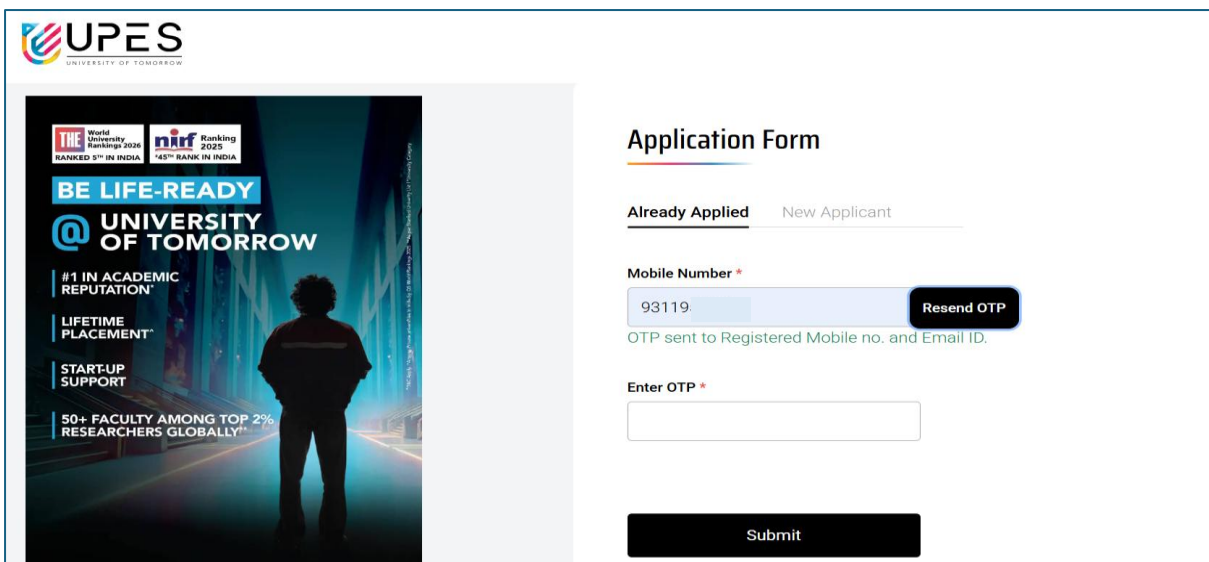
The screenshot shows the UPES Application Form page. On the left is a promotional banner for UPES with the text "BE LIFE-READY @ UNIVERSITY OF TOMORROW" and various accolades. On the right is the "Application Form" section. The "Already Applied" radio button is selected and highlighted with a red box. A red arrow points from this box to the text "Click on the Already Applied option:" above. Other form fields include "Session Year" (set to 2026), "First Name", "Middle Name", "Last Name", and "Date Of Birth" (format dd-mm-yyyy).

2. Login with your registered mobile number:



The screenshot shows the UPES Application Form page. The "Already Applied" radio button is selected. The "Mobile Number" field is active, and a "Send OTP" button is visible next to it. The "Date Of Birth" field is no longer visible in this view.

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



The screenshot shows the UPES Application Form page. The "Mobile Number" field contains the number "93119" and a "Resend OTP" button is visible. Below it, the "Enter OTP" field is empty. A "Submit" button is at the bottom of the form. The text "OTP sent to Registered Mobile no. and Email ID." is displayed below the "Resend OTP" button.

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

The screenshot shows the UPES dashboard. On the left, a dark sidebar menu contains the following items: Dashboard, Application Form, Exam Slot Booking (highlighted with a red box and a red arrow), Book Campus Visit, Print Application, Download Brochure, and Sign Out. The main content area is titled 'Dashboard' and includes a 'Test Test' section with the following details: UG - B.Tech, Application Number 212600926, Core B.Tech (Aerospace Engineering) + B.Tech (Computer Science and Engineering) Global Pathway Program - 2 Years in UPES Campus + 2 Years in Overseas Campus, and Mode Through Exam. To the right, there are two progress bars: 'Payment 100% Completed' and 'Academic History 100% Completed'.

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

The screenshot shows the 'Exam Slot Booking' page. The sidebar menu is on the left, with 'Exam Slot Booking' highlighted. The main content area has a title 'Exam Slot Booking' and a form with the following fields: '*Select Exam Date' with a dropdown menu open showing options '22-01-2026', '23-01-2026', and '24-01-2026'; '*Select Preference 2' with a dropdown menu showing 'Select Preference *'; and a checkbox for '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...'. On the right, a sidebar contains 'Exam Slot Booking' and 'Test Test' with details: Date of Birth 01/12/2009 and Course B.Tech.

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

The screenshot shows the 'Exam Slot Booking' page with the date '22-01-2026' selected in the '*Select Exam Date' dropdown. The '*Select Preference 1' and '*Select Preference 2' dropdowns are still showing 'Select Preference *'. The checkbox for the declaration is still present. The right sidebar remains the same, showing 'Exam Slot Booking' and 'Test Test' details.

7. Tick the checkbox and click submit:

UPES
UNIVERSITY OF PONDICHERRY

Logout

Dashboard

Application Form

Exam Slot Booking

Book Campus Visit

Print Application

Download Brochure

Sign Out

Exam Slot Booking

*Select Exam Date
22-01-2026

*Select Preference 1
B.Tech (Aerospace Engineering)

*Select Preference 2
B.Tech (Computer Science and Engineering) Global Pathway Program

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

Exam Slot Booking

Test Test

Date of Birth 01/12/2009

Course B.Tech

8. Confirmation of Exam Slot Booking:

- Kindly review the exam details thoroughly (Date, Time, and Login Window).
- You can download the entrance exam guide.
- Take demo test for understanding the interface.

UPES
UNIVERSITY OF PONDICHERRY

Dashboard

Application Form

Exam Slot Booking

Book Campus Visit

Print Application

Download Brochure

Sign Out

Slot Confirmation

Dear AI

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

Exam Details:

- Course: B.Tech
- Program Preference: B.Tech (Computer Science and Engineering)
- Application Number: 122606473
- Exam Date: 22/01/2026
- Login Window: 10:00 AM to 02:00 PM
- Time Duration: 120 Minutes

The test link will be active on **22/01/2026** between **10:00 AM to 02:00 PM**. Login credentials will be sent a day prior to your Entrance Exam via SMS/Email to your registered mobile number/email address.

To take the **Demo Test**: [Click here](#)
Demo test login credentials: **Application Number** and **DOB**.

To download the entrance exam guide: [Click here](#)

Important Note:

- Eligibility Criteria:**
 - B.Tech (All Streams in School of Advanced Engineering and School of Computer Science except - Mathematics and Computing)**
Minimum 50% Marks in Class X and XII. Along with 50% in PCM (Physics/Chemistry and Mathematics) in Class XII.
 - B.Tech (Mathematics and Computing)**
Minimum 70% Marks in Class X and XII. Along with 70% in PCM (Physics/Chemistry and Mathematics) in Class XII.
 - B.Tech (All Streams in School of Health Sciences and Technology)**
Minimum 50% Marks in Class X and XII with Physics, Chemistry, Biology/ Math's, and English as a Major Subject in XII.

In case of any query, feel free to email us at 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 receive a confirmation email at your registered email address with the same details. The test link will be sent to you one day before the exam, along with your login credentials. If you have any queries, please feel free to call us on our toll-free number 1800 102 8737 (10:00 AM to 7:00 PM) or email us at enrollments@upes.ac.in

Dear Test,

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

Exam Details

Course:	B.Tech
Program Preference:	B.Tech (Aerospace Engineering)
Application Number:	212600926
Exam Date:	22/01/2026
Login Window:	10:00 AM to 02:00 PM
Time Duration:	120 Minutes

The test link will be active on **22/01/2026** between **10:00 AM to 02:00 PM**. Login credentials will be sent a day prior to your Entrance Exam via SMS/Email to your registered mobile number/email address.

To take the **Demo Test**: [Click here](#)
Demo test login credentials: **Application number** and **DOB** .
[Click here](#) to download the entrance exam guide.

Important Note:
Eligibility Criteria:
B.Tech (All Streams in School of Advanced Engineering and School of Computer Science except - Mathematics and Computing)
Minimum: 50% Marks in Class X and XII. Along with 50% in PCM (Physics/Chemistry and Mathematics) in Class XII.

B.Tech (Mathematics and Computing)
Minimum: 70% Marks in Class X and XII. Along with 70% in PCM (Physics/Chemistry and Mathematics) in Class XII.

B.Tech (All Streams in School of Health Sciences and Technology)
Minimum: 50% Marks in Class X and XII with Physics, Chemistry, Biology/ Math's, and English as a Major Subject in XII.

In case of any query, feel free to email us at 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

****Thank You****