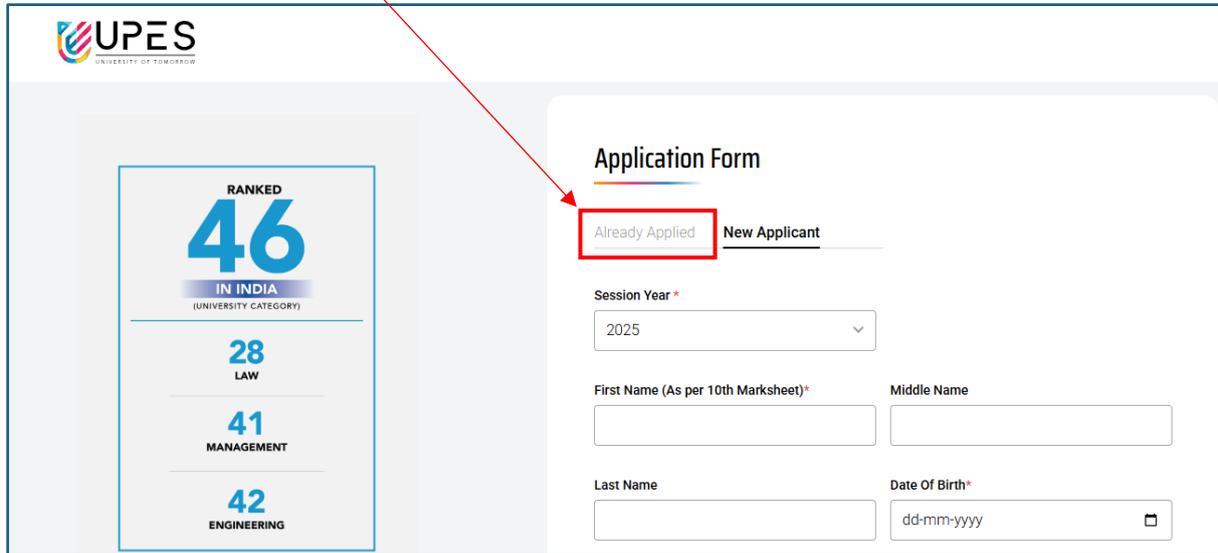


# SOP: Offline PI Slot Booking Process

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

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



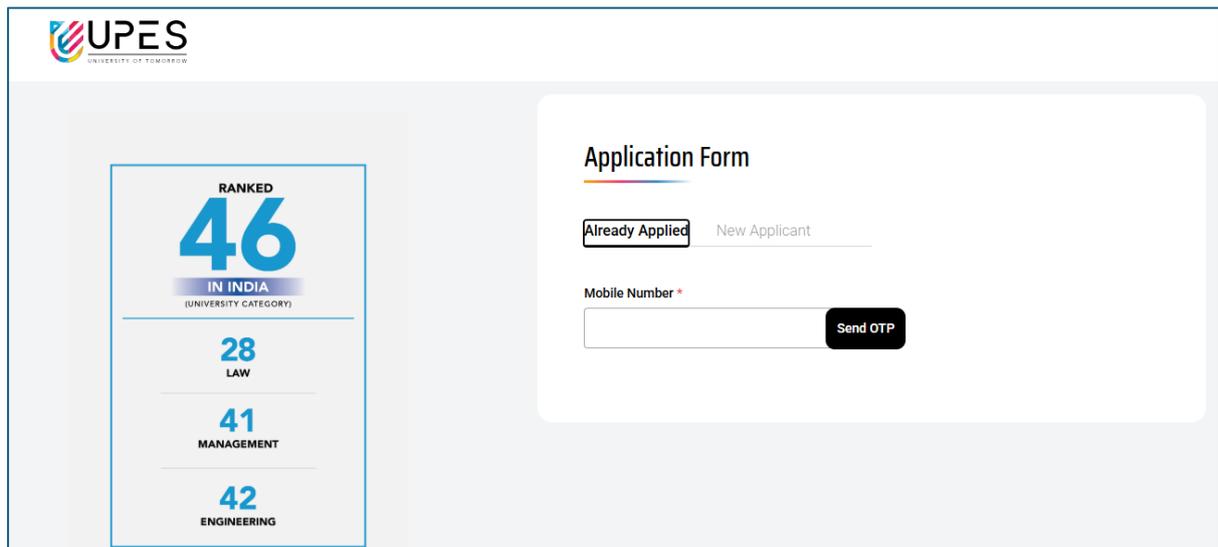
The screenshot shows the UPES Application Form page. On the left, there is a ranking card for the University of Tomorrow (UPES) with the following details:

- RANKED **46** IN INDIA (UNIVERSITY CATEGORY)
- 28** LAW
- 41** MANAGEMENT
- 42** ENGINEERING

At the bottom of the ranking card, it says "by **nirf** ranking 2024". On the right, the "Application Form" section has two tabs: "Already Applied" (which is selected and highlighted with a red box) and "New Applicant". Below the tabs, there are several input fields:

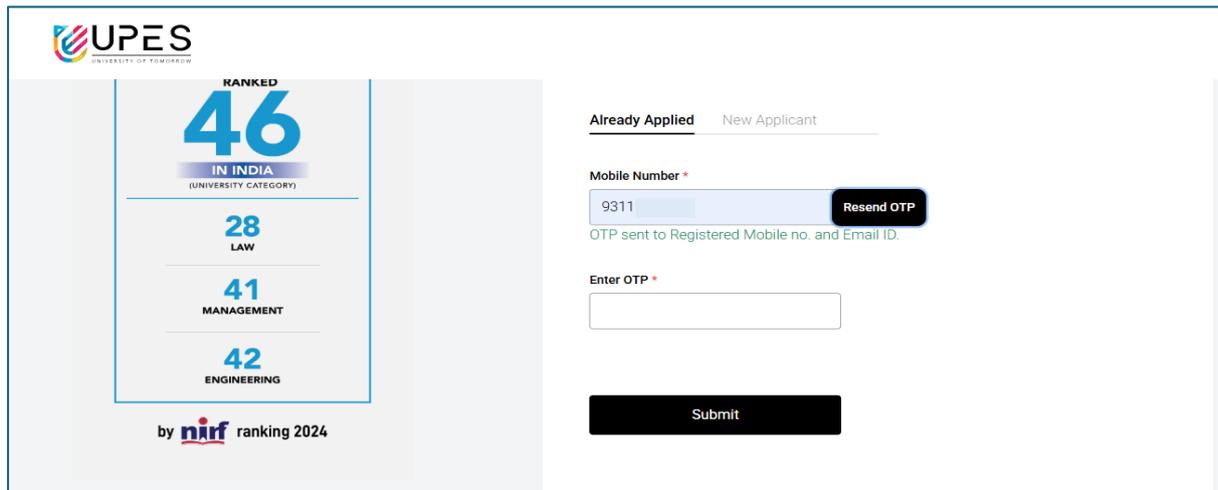
- Session Year \* (Dropdown menu showing 2025)
- First Name (As per 10th Marksheet)\* (Text input field)
- Middle Name (Text input field)
- Last Name (Text input field)
- Date Of Birth\* (Text input field with a calendar icon and placeholder "dd-mm-yyyy")

2. Login with your registered mobile number:



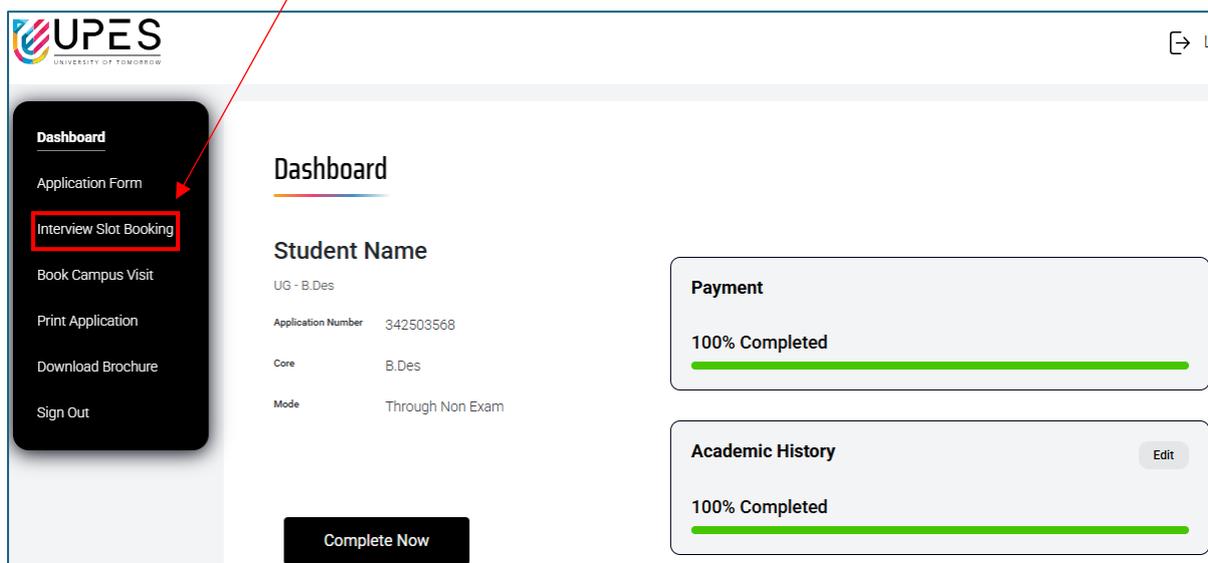
The screenshot shows the UPES Application Form page. On the left, the ranking card is the same as in the previous screenshot. On the right, the "Application Form" section has two tabs: "Already Applied" (selected) and "New Applicant". Below the tabs, there is a "Mobile Number \*" input field and a "Send OTP" button.

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

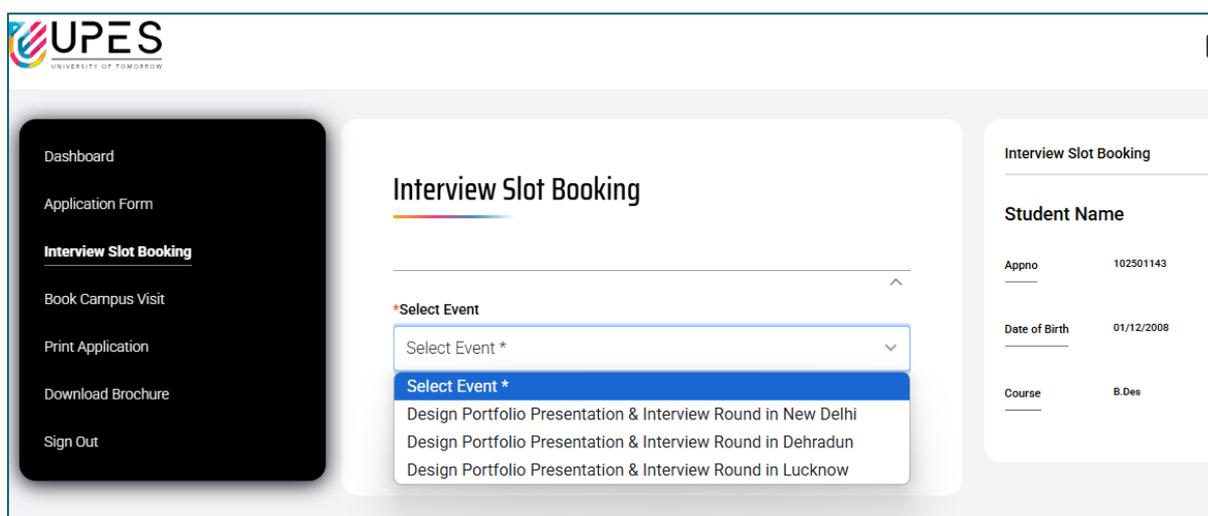


The screenshot shows the UPES Application Form page. On the left, the ranking card is the same as in the previous screenshots. On the right, the "Application Form" section has two tabs: "Already Applied" (selected) and "New Applicant". Below the tabs, there is a "Mobile Number \*" input field with the value "9311" and a "Resend OTP" button. Below that, there is a text label "OTP sent to Registered Mobile no. and Email ID." and an "Enter OTP \*" input field. At the bottom, there is a "Submit" button.

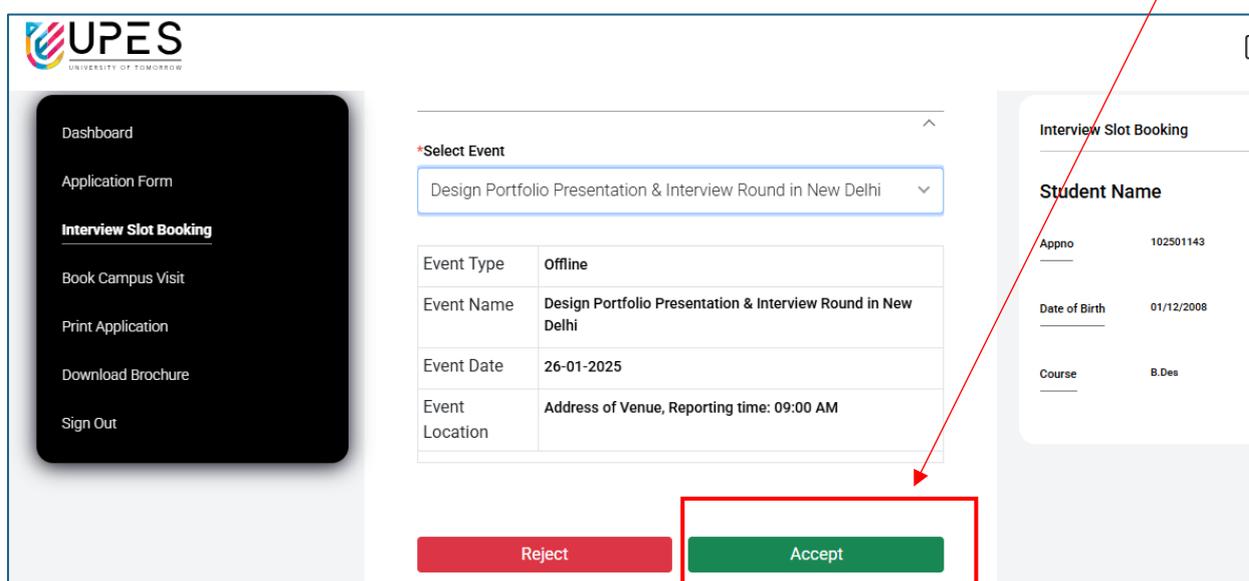
4. Click on [Interview Slot Booking](#) under the Dashboard:



5. Select the preferred location where you want to attend the Interview Round:



6. Go through the Event details: location and date. If you would like to confirm then click on [Accept](#)



7. Confirmation of Interview Slot Booking:

- a. Kindly review the venue details thoroughly (location, date, and required documents).
- b. [Download the response sheet](#), fill it out, and bring it to the interview location opted by you.

The screenshot shows the UPES portal interface. On the left is a dark navigation menu with options: Dashboard, Application Form, **Interview Slot Booking**, Book Campus Visit, Print Application, Download Brochure, and Sign Out. The main content area has a header with the UPES logo and a dropdown menu showing 'Design Portfolio Presentation & Interview Round in New Delhi'. Below this is a table with the following details:

Event Type	Offline
Event Name	Design Portfolio Presentation & Interview Round in New Delhi
Event Date	26-01-2025
Event Location	Address of Venue, Reporting time: 09:00 AM
Action Taken	Accepted
Response Sheet	<a href="#">Download Response Sheet</a>

Below the table, there is a confirmation message: 'Thank you for registration! Your Reference number is: 3286. Your attendance is confirmed. B.Des (UG) - Kindly ensure you bring all the original documents along with copies of Class 10<sup>th</sup>, 12<sup>th</sup> & National Level Exam Scorecard. Students with awaited 12<sup>th</sup> results can skip 12<sup>th</sup> marksheet and bring rest of the documents for verification purposes.'

On the right side of the page, there is a 'Student Name' section with the following details:

Appno	102501143
Date of Birth	01/12/2008
Course	B.Des

You will get a confirmation email on your registered email ID with the same details. 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).

The email content is as follows:

Dear Student Name,

Application Number: 102501143

Thank you for registration! Your Reference number is: 3286.

Your attendance is confirmed

Location: Address of Venue, Reporting time: 09:00 AM

B.Des (UG) - Kindly ensure you bring all the original documents along with copies of Class 10<sup>th</sup>, 12<sup>th</sup> & National Level Exam Scorecard. Students with awaited 12<sup>th</sup> results can skip 12<sup>th</sup> marksheet and bring rest of the documents for verification purposes.

M.Des (PG) - Kindly ensure you bring all the original documents along with copies of Class 10<sup>th</sup>, 12<sup>th</sup>, Graduation and National Level Test Scorecard. Students appearing in final year/ semester of graduation need to provide mark sheets up to the last semester/year for verification purposes.

**\*\*Attachment:\*\*** Please find attached the B.Des/M.Des response sheet, which must be completed by the candidate and brought to the registered interview location.

To download the B.Des Response Sheet - [Click here](#).

To download the M.Des Response Sheet - [Click here](#).

For any further clarification, please contact us at our toll-free number 18001028737 (10 AM – 7 PM) or send an email to [enrollments@upes.ac.in](mailto:enrollments@upes.ac.in).

Regards,  
Team UPES

Time:01/25/2025 09:22 PM