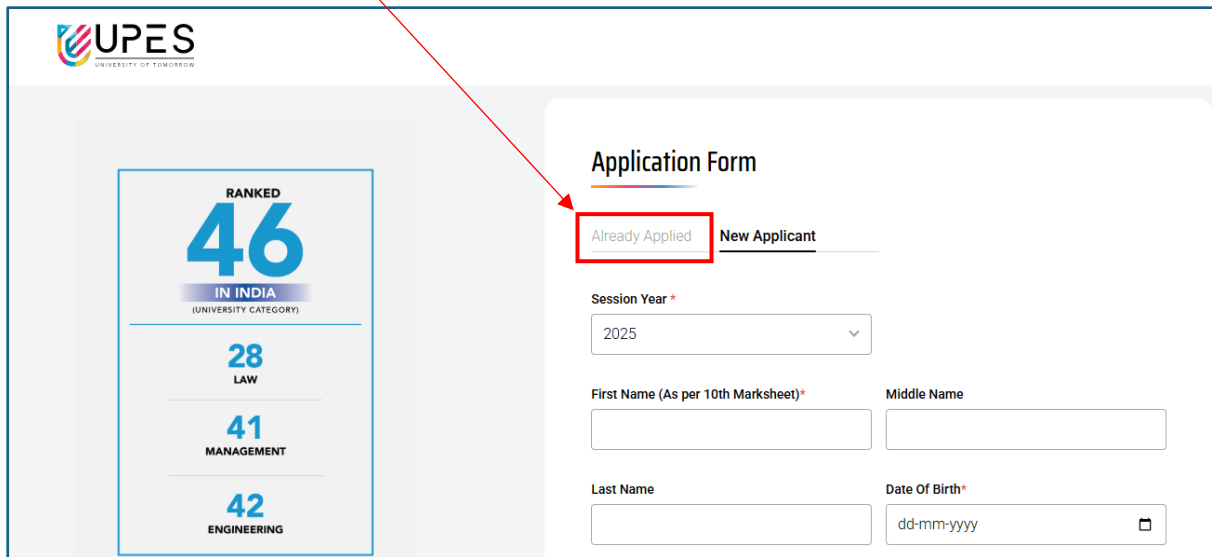


SOP: Offline PI Slot Booking Process

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

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



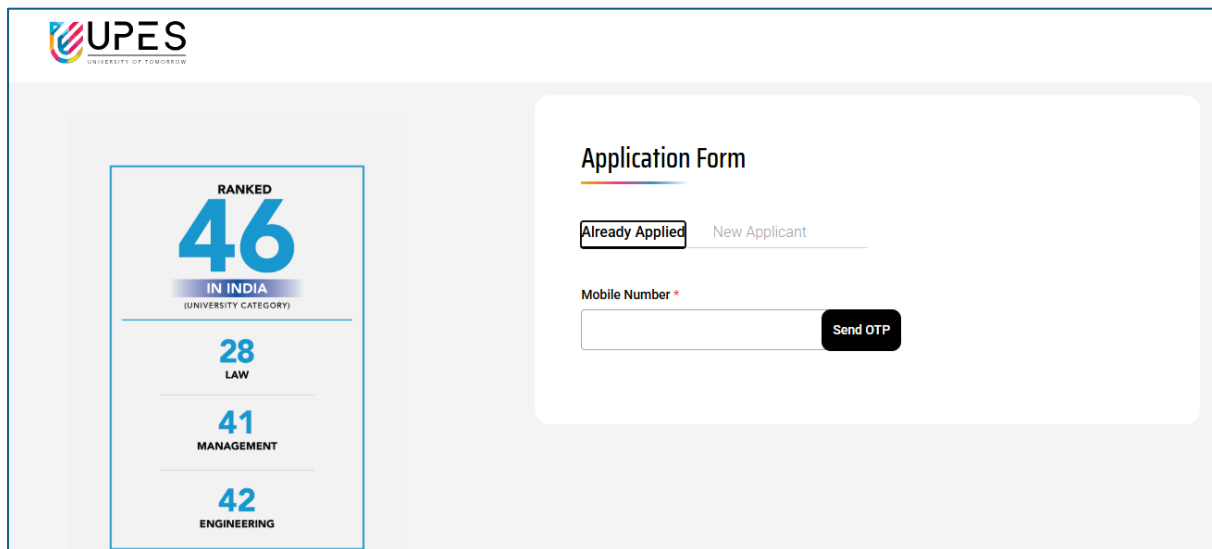
The screenshot shows the UPES Application Form page. On the left, there is a ranking card for the University of Tomorrow (UPES) with the following details:

- 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 input fields for:

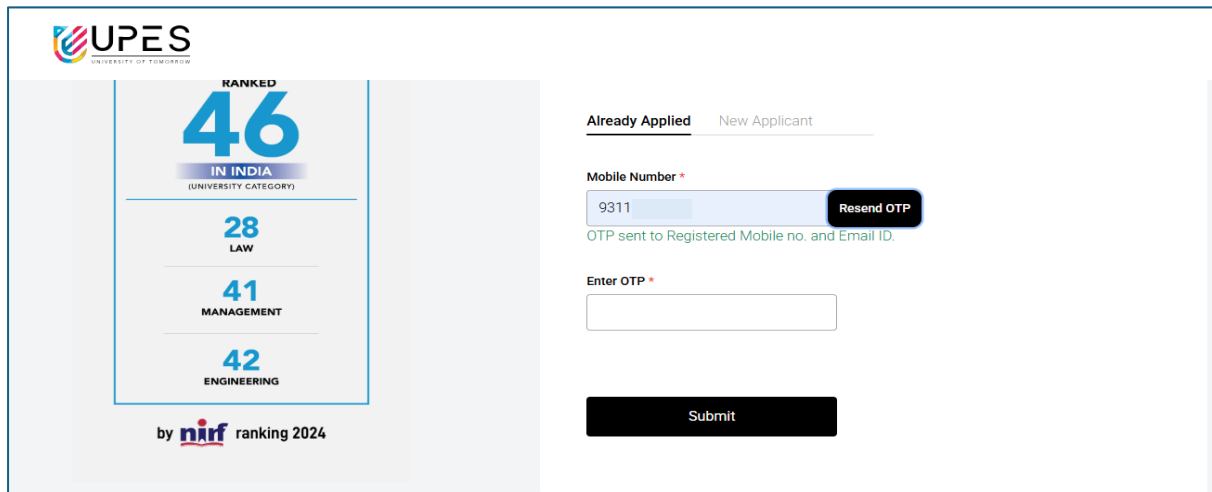
- Session Year * (dropdown menu showing 2025)
- First Name (As per 10th Marksheet)*
- Middle Name
- Last Name
- Date Of Birth* (format: dd-mm-yyyy)

2. Login with your registered mobile number:



The screenshot shows the UPES Application Form page. The "Already Applied" tab is selected. The "Mobile Number *" field is visible, and a "Send OTP" button is present next to it. 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 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." The "Enter OTP *" field is empty. A "Submit" button is located at the bottom of the form. The ranking card on the left is the same as in the previous screenshots.

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

The screenshot shows the UPES dashboard. On the left sidebar, 'Interview Slot Booking' is highlighted with a red box and a red arrow points to it. The main content area is titled 'Dashboard' and shows 'Student Name' with details: PG - MBA, Application Number 102501143, Core MBA, and Mode Through Non Exam. Below this is a 'Complete Now' button. On the right, there are two progress bars: 'Payment' and 'Academic History', both showing '100% Completed' with a green bar.

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

The screenshot shows the 'Interview Slot Booking' page. The sidebar on the left has 'Interview Slot Booking' highlighted. The main content area is titled 'Interview Slot Booking' and features a dropdown menu labeled '*Select Event'. The dropdown is open, showing three options: 'Select Event *', 'Personal Interview Round in New Delhi', 'Personal Interview Round in Dehradun', and 'Personal Interview Round in Lucknow'. The 'Personal Interview Round in New Delhi' option is highlighted in blue. On the right, there is a 'Student Name' section with details: Appno 102501143, Date of Birth 01/12/2008, and Course MBA.

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

The screenshot shows the 'Interview Slot Booking' page with event details. The dropdown menu is now closed, and the selected event 'Personal Interview Round in New Delhi' is displayed in the dropdown. Below the dropdown is a table with the following details:

Event Type	Offline
Event Name	Personal Interview Round in New Delhi
Event Date	26-01-2025
Event Location	Address of Venue, Reporting time: 09:00 AM

At the bottom of the page, there are two buttons: 'Reject' (red) and 'Accept' (green). The 'Accept' button is highlighted with a red box and a red arrow points to it. On the right, the 'Student Name' section remains visible with the same details as in the previous screenshot.

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.

UPES
UNIVERSITY OF PUNJAB

Dashboard
Application Form
Interview Slot Booking
Book Campus Visit
Print Application
Download Brochure
Sign Out

Event Type	Offline
Event Name	Personal 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	Download Response Sheet

Thank you for registration! Your Reference number is: 3286.
Your attendance is confirmed
Kindly ensure you bring all original documents along with copies of Class 10th, 12th & 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.
Please download the MBA response sheet, which must be completed by the candidate and brought to the registered interview location.
For any further clarification, please contact us at our toll-free number 18001028737 (10 AM – 7 PM) or send an email to

Interview Slot Booking

Student Name

Appno 102501143
Date of Birth 01/12/2008
Course MBA

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.

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

Kindly ensure you bring all original documents along with copies of Class 10th, 12th & 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 MBA response sheet, which must be completed by the candidate and brought to the registered interview location.

To download the MBA 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.

Regards,
Team UPES

Time:01/25/2025 09:49 PM