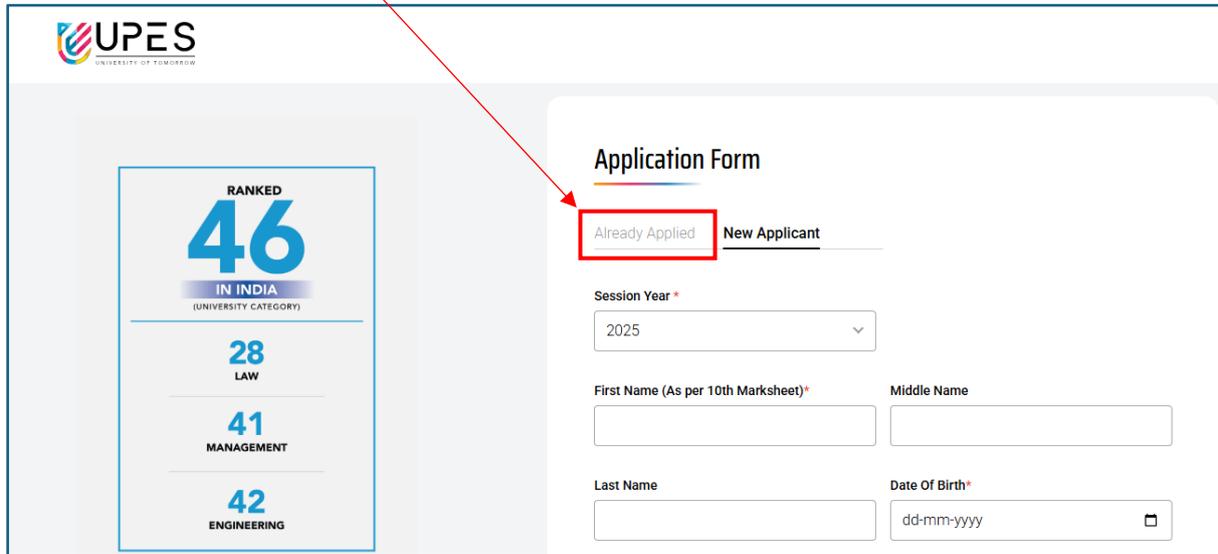


SOP: Exam Slot Booking Process

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

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



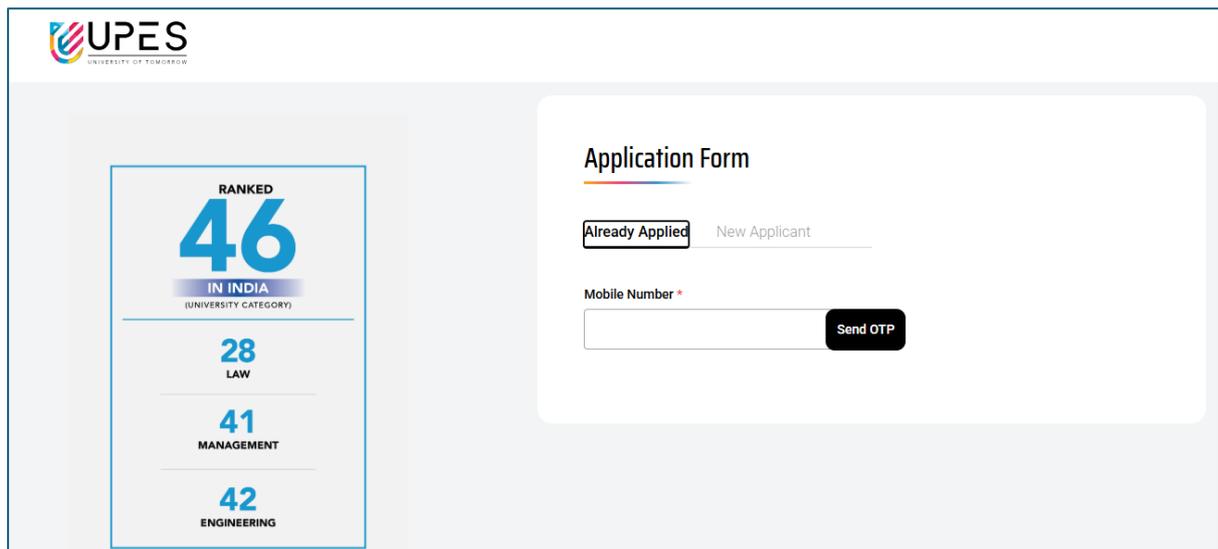
The screenshot shows the UPES University of Tomorrow logo at the top left. On the left side, there is a ranking card with the following information:

- 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 side, the "Application Form" section is visible. The "Already Applied" option is selected and highlighted with a red box. The "New Applicant" option is also visible. Below the selection, there are input fields for:

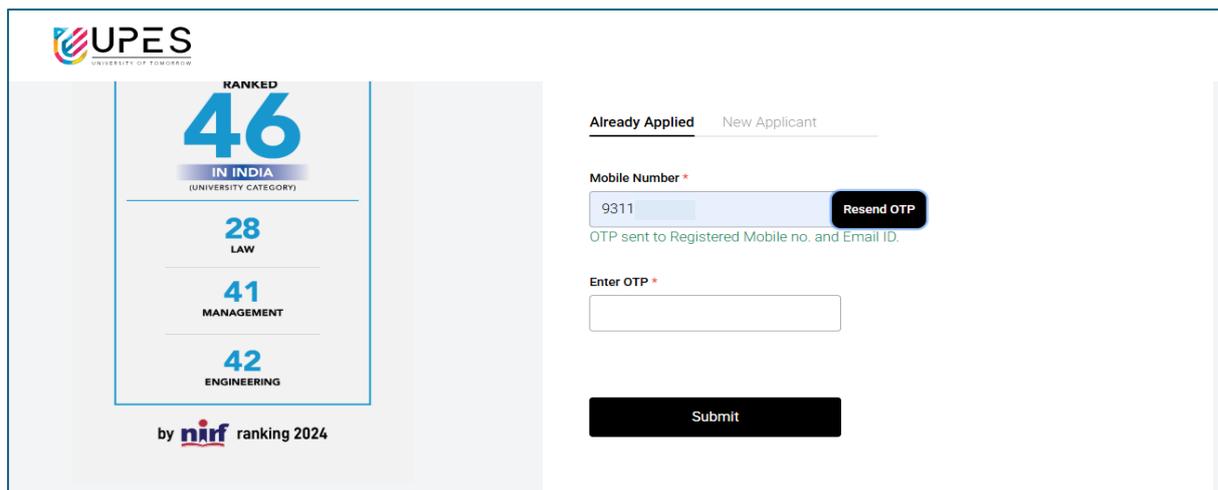
- Session Year * (Dropdown menu showing 2025)
- First Name (As per 10th Marksheet)* (Text input field)
- Middle Name (Text input field)
- Last Name (Text input field)
- Date Of Birth* (Date picker showing dd-mm-yyyy)

2. Login with your registered mobile number:



The screenshot shows the same UPES ranking card as in the previous step. In the "Application Form" section, the "Already Applied" option is selected. Below the selection, 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 same UPES ranking card as in the previous steps. In the "Application Form" section, the "Already Applied" option is selected. Below the selection, there is a "Mobile Number *" input field with the value "9311" and a "Resend OTP" button. Below the "Resend OTP" button, there is a message: "OTP sent to Registered Mobile no. and Email ID." Below this message, there is an "Enter OTP *" input field and a "Submit" button.

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

The screenshot shows the UPES dashboard. On the left, a dark sidebar contains a menu with 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 Booking' section for 'UG - B.Tech' with application number 342507230, core 'B.Tech (Applied Petroleum Engineering)', and mode 'Through Exam'. There are two progress bars: 'Payment' and 'Academic History', both showing '100% Completed'. A 'Complete Now' button is at the bottom.

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

The screenshot shows the 'Exam Slot Booking' form. The sidebar menu has 'Exam Slot Booking' highlighted. The form includes a dropdown for '*Select Exam Date' with options: 'Select Date *', '02-05-2025', '03-05-2025', and '04-05-2025'. Below it is a '*Select Preference 2' dropdown. A checkbox is present with the text: '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.' On the right, a 'Test Booking' summary shows 'Date of Birth' as 01/12/2008 and 'Course' as B.Tech.

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

The screenshot shows the 'Exam Slot Booking' form with the '*Select Preference 2' dropdown open, displaying a list of B.Tech programs. The list includes: B.Tech (Aerospace Engineering), B.Tech (Applied Petroleum Engineering), B.Tech (Applied Petroleum Engineering) Global Pathway Program - 2 Years in UPES Campus + 2 Years in Overseas Campus, B.Tech (Biomedical Engineering), B.Tech (Biotechnology), B.Tech (Chemical Engineering), B.Tech (Chemical Engineering) Global Pathway Program - 2 Years in UPES Campus + 2 Years in Overseas Campus, B.Tech (Civil Engineering), B.Tech (Civil Engineering) Global Pathway Program - 2 Years in UPES Campus + 2 Years in Overseas Campus, B.Tech (Computer Science and Engineering), B.Tech (Computer Science and Engineering) Global Pathway Program - 2 Years in UPES Campus + 2 Years in Overseas Campus, B.Tech (Electrical Engineering), B.Tech (Electrical Engineering) Global Pathway Program - 2 Years in UPES Campus + 2 Years in Overseas Campus, B.Tech (Electronics and Computer Engineering), B.Tech (Fire and Safety Engineering), and B.Tech (Food Technology).

7. Tick the checkbox and click submit:

UPES UNIVERSITY OF TOMORROW

Logout

Dashboard

Application Form

Exam Slot Booking

Book Campus Visit

Print Application

Download Brochure

Sign Out

*Select Preference 1
B.Tech (Aerospace Engineering)

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

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 Booking

Date of Birth 01/12/2008

Course B.Tech

8. Confirmation of Exam Slot Booking:

- Please review the exam details carefully, including the date, time, and login window.
- You may take the Demo Test by clicking the provided link.
- You can download the Entrance Exam Guide for reference.

UPES UNIVERSITY OF TOMORROW

Logout

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, **UPESEAT**, is scheduled as per the date you selected.

Exam Details:

- Course: B.Tech
- Program Preference: B.Tech (Aerospace Engineering)
- Application Number: 342507230
- Exam Date: 02/05/2025
- Login Window: 10:00 AM to 03:00 PM
- Time Duration: 120 Minutes

The test link will be active on **02/05/2025** between **10:00 AM to 03:00 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 except - Mathematics and Computing)
Minimum 50% Marks in Class X and XII. Along with 50 % in PCM (Physics/Chemistry and Mathematics) in Class XII.

You will receive a confirmation email at your registered email address containing the same details. The test link and login credentials will be shared one day prior to the exam. For any queries, please contact us at our toll-free number 18001028737 (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, **UPESEAT**, is scheduled as per the date you selected.

Exam Details

Course:	B.Tech
Program Preference:	B.Tech (Aerospace Engineering)
Application Number:	342507230
Exam Date:	02/05/2025
Login Window:	10:00 AM to 03:00 PM
Time Duration:	120 Minutes

The test link will be active on **02/05/2025** between **10:00 AM to 03:00 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 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.