

SOP: Interview Slot Booking Process

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

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

UPES
UNIVERSITY OF TOMORROW

OpenAI

UPES
AI-FIRST
UNIVERSITY

Integrating Artificial Intelligence and Humane Intelligence

Personal AI Tutor | Integrated Learning Experience with ChatGPT | AI Program with EY India and KPMG

APPLY BY APRIL 29, 2026

LEAD THE FUTURE OF AI @ UPES

Application Form

Already Applied | New Applicant

Session Year *
2026

First Name (As per 10th Marksheet)* | Middle Name

Last Name | Date Of Birth*
dd-mm-yyyy

*Gender
 Male Female Other

Nationality *
 Indian NRI/International Students

2. Login with your registered mobile number:

UPES
UNIVERSITY OF TOMORROW

OpenAI

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Integrating Artificial Intelligence and Humane Intelligence

Personal AI Tutor | Integrated Learning Experience with ChatGPT | AI Program with EY India and KPMG

APPLY BY APRIL 29, 2026

LEAD THE FUTURE OF AI @ UPES

Application Form

Already Applied | New Applicant

Mobile Number *
 Send OTP

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

UPES
UNIVERSITY OF TOMORROW

OpenAI

UPES
AI-FIRST
UNIVERSITY

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Personal AI Tutor | Integrated Learning Experience with ChatGPT | AI Program with EY India and KPMG

APPLY BY APRIL 29, 2026

LEAD THE FUTURE OF AI @ UPES

Application Form

Already Applied | New Applicant

Mobile Number *
93119 **Resend OTP**

OTP sent to Registered Mobile no. and Email ID.

Enter OTP *

Submit

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

UPES
UNIVERSITY OF TOMORROW

Logout

Dashboard

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

Dashboard

Applicant Name
UG - B.Com

Application Number 352601184

Core B.Com (Hons.)

Mode Through Non Exam

Complete Now

Payment
100% Completed

Academic History Edit
100% Completed

Complete Application Complete Now

5. Select the Mode of Interview: **Offline** or **Online**

UPES UNIVERSITY OF TOMORROW

Logout

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

Interview Slot Booking

Event Type : Offline Online

*Select Event
Select Event *

Applicant Name

Appno 352601184
Date of Birth 31/12/2009
Course B.Com
Mobile No 9354466184

In-case of Offline Mode:

6. Select the preferred location and date where you want to attend the Interview Round:

UPES UNIVERSITY OF TOMORROW

Logout

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

*Select Event
Select Event *
Select Event *

- B.Com Interview Round in Indore: 21-Apr-2026
- B.Com Interview Round in Indore: 22-Apr-2026
- B.Com Interview Round in Indore: 23-Apr-2026
- B.Com Interview Round in Indore: 24-Apr-2026
- B.Com Interview Round in New Delhi: 21-Apr-2026
- B.Com Interview Round in Noida: 21-Apr-2026
- B.Com Interview Round in Noida: 22-Apr-2026
- B.Com Interview Round in New Delhi: 22-Apr-2026
- B.Com Interview Round in New Delhi: 23-Apr-2026
- B.Com Interview Round in Noida: 23-Apr-2026
- B.Com Interview Round in Noida 24-Apr-2026
- B.Com Interview Round in Jaipur: 24-Apr-2026
- B.Com Interview Round in Kota: 21-Apr-2026
- B.Com Interview Round in New Delhi: 24-Apr-2026
- B.Com Interview Round in Kota: 22-Apr-2026
- B.Com Interview Round in Jaipur 21-Apr-2026

Kandoli Campus, Dehradun
P.O. Kandoli Via Premnagar, Dehradun-248007

Bidoli
P.O. Bidoli

Corporate Office
Toll Free : 18001028737
Email : enrollments@upes.ac.in
For International Queries : international.admissions@upes.ac.in

7. Go through the Event details: location and date. Enter the alternate mobile number (Ensure it should not be the same as registered number)
 - a. Click on **Accept** to confirm

The screenshot shows the UPES Interview Slot Booking interface. On the left is a navigation menu with options: Dashboard, Application Form, Interview Slot Booking (highlighted), Book Campus Visit, Print Application, Download Brochure, and Sign Out. The main content area is titled 'Interview Slot Booking' and includes an 'Event Type' selector (Offline selected), a dropdown for 'Select Event' (B.Com Interview Round in Indore: 21-Apr-2026), and a table of event details: Experience Center, B.Com Interview Round in Indore: 21-Apr-2026, 21-04-2026 (Tuesday), and the location at UPES Experience Center. Below the table is an input field for an alternate mobile number. At the bottom, there are 'Reject' and 'Accept' buttons, with the 'Accept' button highlighted by a red box. A red arrow points from the instruction above to the 'Accept' button.

8. 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.

This screenshot shows the same UPES Interview Slot Booking page after the booking is confirmed. The 'Action Taken' field now displays 'Accepted'. Below it, a 'Response Sheet' section contains a blue link 'Download Response Sheet' which is highlighted with a red box. A red arrow points from the instruction above to this link. The page also displays a confirmation message: 'Thank you for your registration. Your reference number is 5843. Your interview slot has been scheduled at New Delhi, Delhi on 21-04-2026.' It lists required documents: Class 10th Marksheet, Class 12th Marksheet, National-Level Examination Scorecard, and Response Sheet (with a red box around the text 'Click here to download'). Contact information for further clarification is provided at the bottom.

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

Dear Applicant Name,
Application Number: 1026([redacted])
Thank you for registration! Your Reference number is: 4884.
Your attendance is confirmed for New Delhi, Delhi on 31-01-2026
Location: Venue details ' [redacted] '. Reporting time is [redacted]

Please ensure that you carry the following original academic documents, along with one set of photocopies of each, for the interview round:

- 10th Marksheet
- 12th Marksheet
- Graduation Marksheets (if currently appearing, carry all mark sheets up to the most recent semester)
- National-Level Examination Scorecard (Not required for candidates who appeared in UPESMET)
- Response Sheet: [Click here to download](#)

For any further clarification, please contact us at our toll-free number 1800 102 8737 (10:00 AM to 7:00 PM) or email us at enrollments@upes.ac.in

Important Note:
In case the number of candidates appearing for the offline interview does not meet expectations, the University reserves the right to conduct the interview in online mode at its sole discretion.
We appreciate your understanding and cooperation.

Regards,
Team UPES

Time: 01/17/2026 01:49 PM

In-case of Online Mode:

6. Select the Event Date in dropdown:

The screenshot shows the UPES Interview Slot Booking interface. On the left is a dark sidebar menu with options: Dashboard, Application Form, Interview Slot Booking (highlighted), Book Campus Visit, Print Application, Download Brochure, and Sign Out. The main content area is titled "Interview Slot Booking" and features "Event Type" radio buttons for "Offline" and "Online" (selected). Below this is a dropdown menu labeled "*Select Event" with a list of events: "B.Com Online Personal Interview Round 5: 21-Apr-2026", "B.Com Online Personal Interview Round 5: 22-Apr-2026", "B.Com Online Personal Interview Round 5: 23-Apr-2026", and "B.Com Online Personal Interview Round 5: 24-Apr-2026". On the right, an "Applicant Name" summary card displays: Appno (352601184), Date of Birth (31/12/2009), Course (B.Com), and Mobile No (9354466184). A "Logout" link is visible in the top right corner.

7. Select the time slot

The screenshot shows the UPES Interview Slot Booking interface. On the left is a navigation menu with options: Dashboard, Application Form, Interview Slot Booking (highlighted), Book Campus Visit, Print Application, Download Brochure, and Sign Out. The main content area is titled "Interview Slot Booking" and includes "Event Type" (Offline/Online), a "Select Event" dropdown (B.Com Online Personal Interview Round 5: 21-Apr-2026), and a "Time Slot" dropdown menu. The dropdown menu is open, showing options: "Select Time Slot *", "10 AM - 11 AM", "11 AM - 12 PM", "12 PM - 1 PM", "2 PM - 3 PM", "3 PM - 4 PM", and "4 PM - 5 PM". On the right, an "Applicant Name" card displays: Appno (352601184), Date of Birth (31/12/2009), Course (B.Com), and Mobile No (9354466184). A "Logout" link is in the top right corner.

8. Enter the alternate mobile number and click on **Accept**

This screenshot shows the same UPES Interview Slot Booking page as above, but with the "Time Slot" dropdown set to "10 AM - 11 AM". Below the dropdown is a summary table:

Event Type	Online
Event Name	B.Com Online Personal Interview Round 5: 21-Apr-2026
Event Date	21-04-2026 (Tuesday)
Event Location	Online
*Alternate Mobile Number	<input type="text"/>

Below the table is an "Accept" button, which is highlighted with a red box. A red arrow points from the "Accept" button back to the "Alternate Mobile Number" input field. The "Applicant Name" card and navigation menu remain the same as in the previous screenshot.

10. Confirmation of Interview Slot Booking:

	<p>Dear Applicant, Course: B.Com Application number: 352601184 Interview Date: 21-04-2026 Interview Time: Between 10 AM - 11 AM</p> <p>We are pleased to inform you that your online interview has been scheduled as per the date and time opted by you.</p> <p>We would like to give you an overview of some of the pathbreaking initiatives we have introduced at the university so that you remain assured and confident about your decision of considering UPES as your preferred choice for higher education.</p> <p>Start-up Incubator, Runway Seed fund, mentoring support and an 8-weeks intensive program for start-ups across the country.</p> <p>Unmatched Global Opportunities Collaboration with The University of California – Berkeley, The University of Queensland – Australia, The University of Law – UK and more</p> <p>Design your own Degree (UG Courses) A new curriculum framework to enhance multidisciplinary knowledge and enable learner-driver learning.</p> <p>Holistic Learning Trans-disciplinary learning through School for Life. Sports will be an integral part of the curriculum.</p> <p>Digital Preparedness Our perfect score on QS I Gauge which is a testament to its exceptional e-learning methods.</p> <p>Academic Excellence 41 of our faculty members are among 2% researchers of the world.</p> <p>Education for All Up to 30% Merit Scholarship (UG Courses), 25% Domicile Scholarship for Uttarakhand students, Sports scholarship & Jyoti Scholarship for underprivileged students.</p> <p>Refer website: https://www.upes.ac.in/admissions/scholarships</p> <p>Prerequisites to attend the interview:</p> <ul style="list-style-type: none">• Dress Code – Formal• Stable Internet Connection• Computer/Tablet/Smart Phone with web camera, speaker, and mic. <p>Note: PI will be conducted on Microsoft Teams. Please download the app in advance. Download from: Microsoft Teams UPES academic counsellor will connect an hour before the scheduled interview.</p> <p>For any query, email: enrollments@upes.ac.in or call 1800 102 8737 (10 AM to 07 PM)</p> <p>Wishing you all the best for your academic endeavours!</p> <p>For UPES Team Admissions</p>	
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11. Confirmation Email will also be triggered upon slot booking:

<p>Dear Applicant,</p> <p>Course: B.Com Application number: 352601184 Interview Date : 15/04/2026 Interview Time : Between : 10 AM - 11 AM</p> <p>We are pleased to inform you that your online interview has been scheduled as per the date and time opted by you.</p> <p>We would like to give you an overview of some of the pathbreaking initiatives we have introduced at the university so that you remain assured and confident about your decision of considering UPES as your preferred choice for higher education.</p> <p>Start-up Incubator, Runway Seed fund, mentoring support and an 8-week intensive program for start-ups across the country.</p> <p>Unmatched Global Opportunities Collaboration with The University of California – Berkeley, The University of Queensland – Australia, The University of Law – UK and more</p> <p>Design your own Degree (UG Courses) A new curriculum framework to enhance multidisciplinary knowledge and enable learner-driver learning.</p> <p>Holistic Learning Trans-disciplinary learning through School for Life. Sports will be an integral part of the curriculum.</p> <p>Digital Preparedness Our perfect score on QS I Gauge which is a testament to its exceptional e-learning methods. The university is equipped with state-of-the-art infrastructure and uses latest technology in the classroom to ensure seamless online learning, merit.</p> <p>Academic Excellence 46 of our faculty members are among 2% researchers of the world. Fulbright, Commonwealth, Chevening DAAD, and Erasmus scholars have paved the way for a rich learning environment at the university.</p> <p>Education for All Up to 30% Merit Scholarship* (UG Courses), 25% Domicile Scholarship* for bonafide Uttarakhand students, Sports scholarship* & Jyoti Scholarship* for underprivileged students.</p>
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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.

****Thank You****