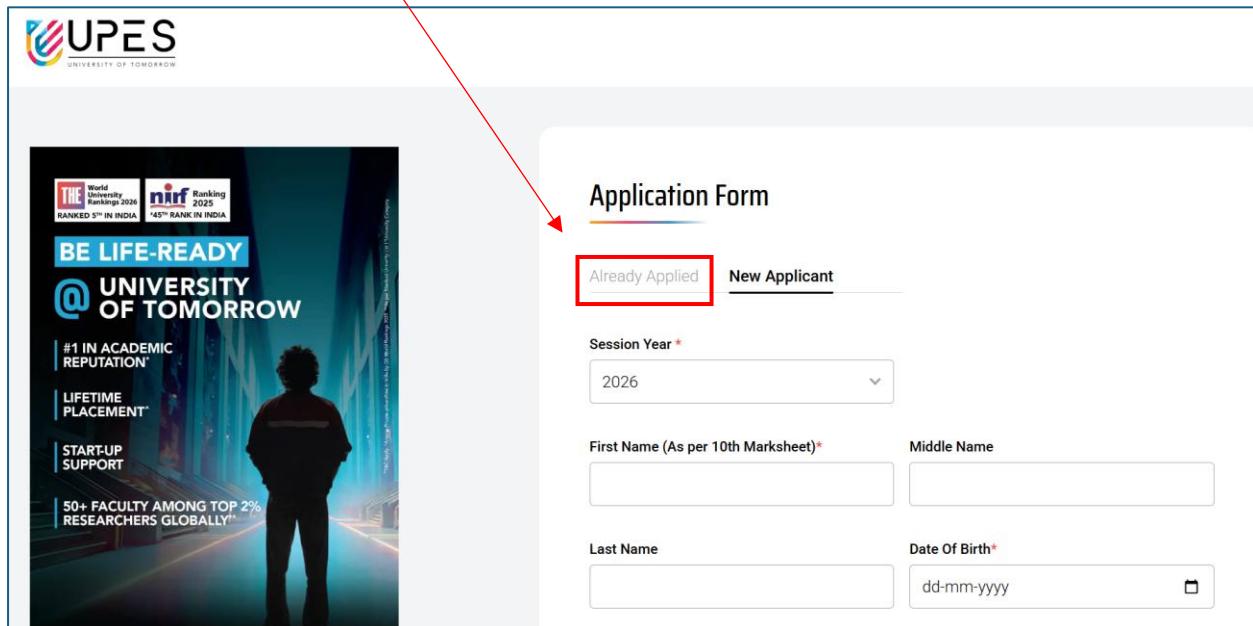


SOP: Offline PI Slot Booking Process

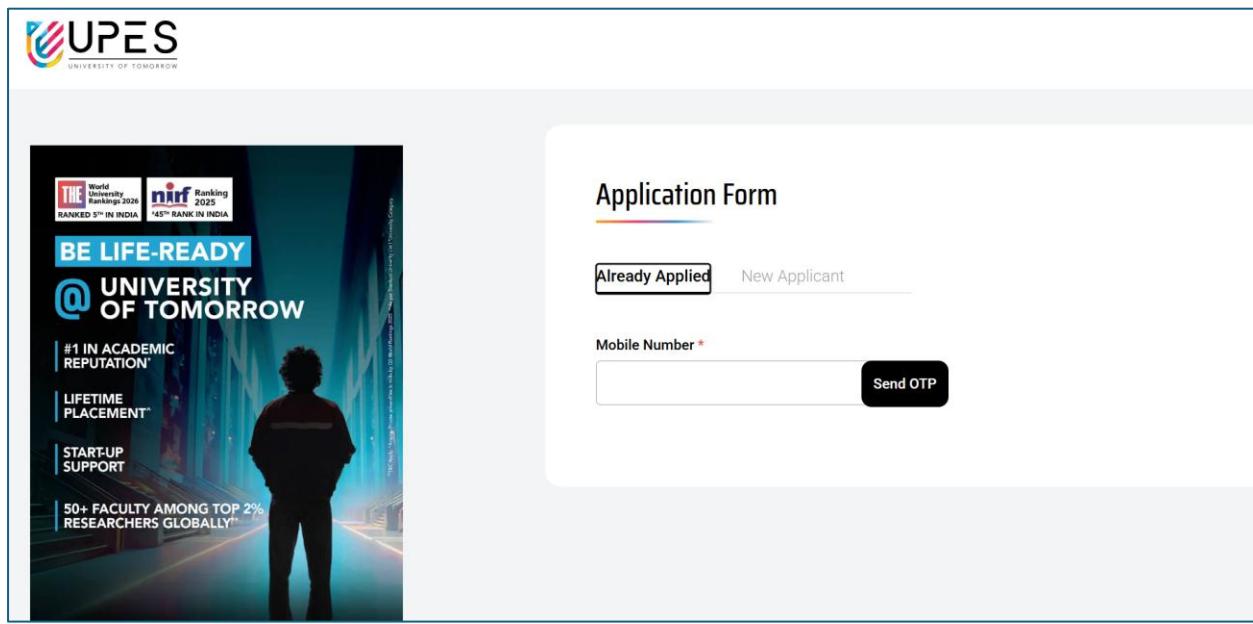
URL: <https://admission.upes.ac.in/Login>

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



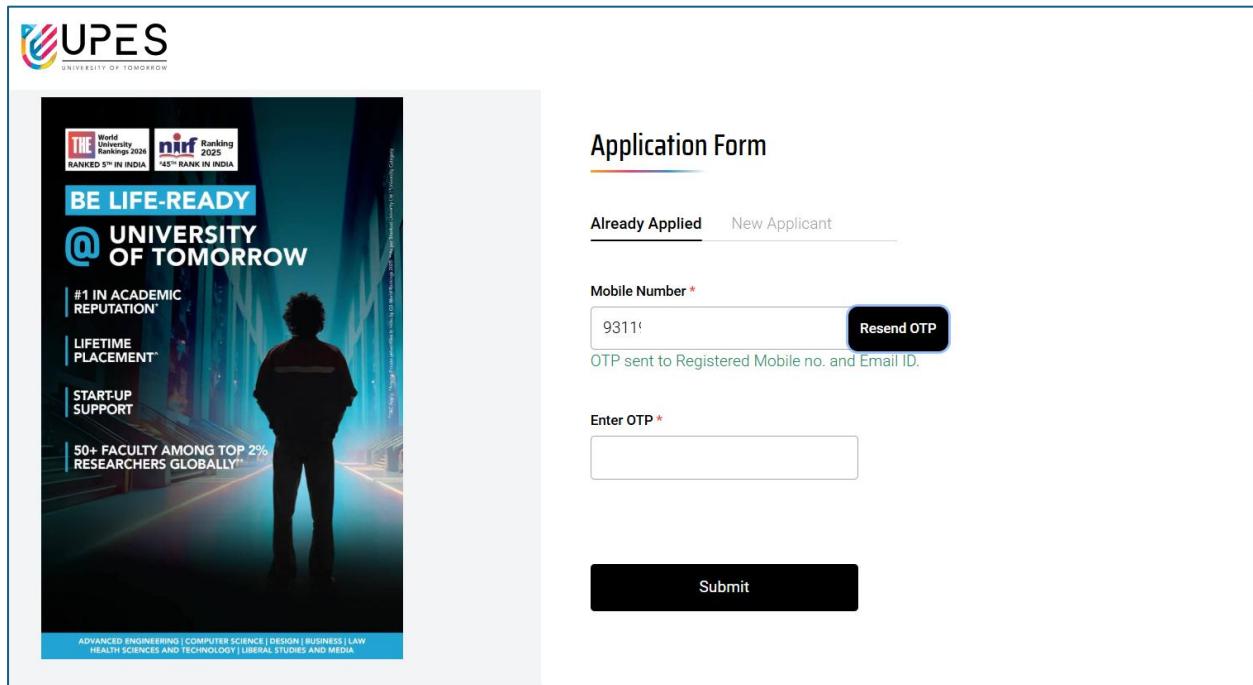
The image shows the UPES Application Form page. At the top right, there are two buttons: "Already Applied" (highlighted with a red box and a red arrow pointing to it) and "New Applicant". Below these buttons, there are input fields for "Session Year" (set to 2026), "First Name (As per 10th Marksheets)" (empty), "Middle Name" (empty), "Last Name" (empty), and "Date Of Birth" (empty). The background features a banner with the text "BE LIFE-READY @ UNIVERSITY OF TOMORROW" and various university rankings and achievements.

2. Login with your registered mobile number:



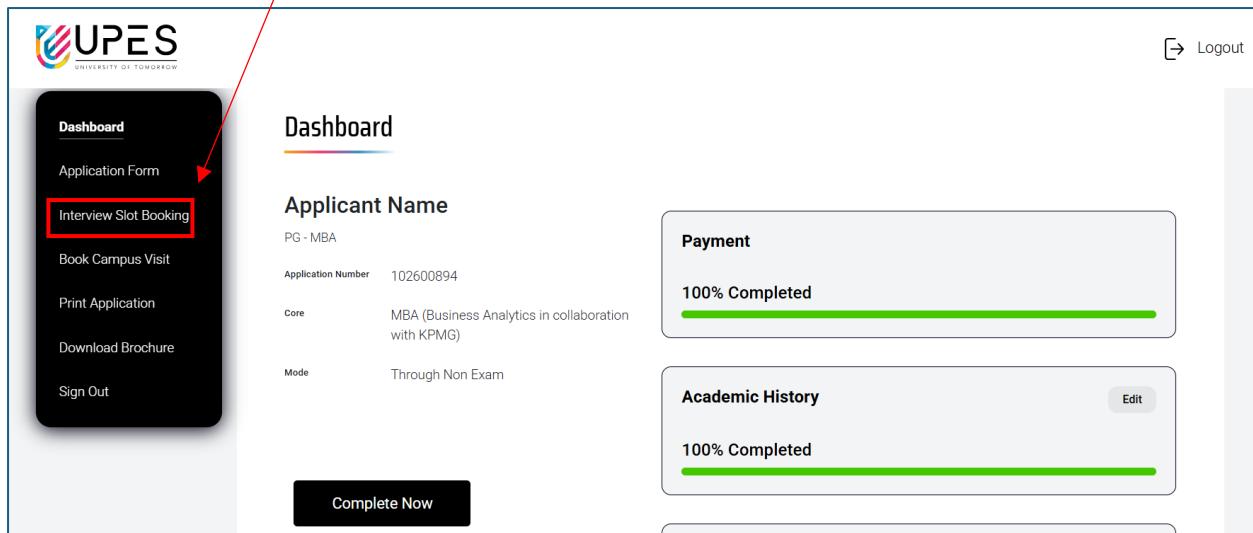
The image shows the UPES Application Form page. The "Already Applied" button is now highlighted with a black box. Below it, there is an input field for "Mobile Number" and a "Send OTP" button. The background banner is identical to the previous image.

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



The image shows the UPES Application Form landing page. On the left, there is a banner with the text "BE LIFE-READY @ UNIVERSITY OF TOMORROW" and various statistics: "#1 IN ACADEMIC REPUTATION", "LIFETIME PLACEMENT", "START-UP SUPPORT", and "50+ FACULTY AMONG TOP 2% RESEARCHERS GLOBALLY". The banner also mentions "THE World University Rankings 2026 RANKED 5th IN INDIA" and "nirf Ranking 2025 45th RANK IN INDIA". On the right, the page is titled "Application Form" with tabs for "Already Applied" and "New Applicant". It features a "Mobile Number" input field with the value "9311", a "Resend OTP" button, and a note that "OTP sent to Registered Mobile no. and Email ID." Below this is an "Enter OTP" input field and a "Submit" button.

4. Click on Interview Slot Booking under the Dashboard:



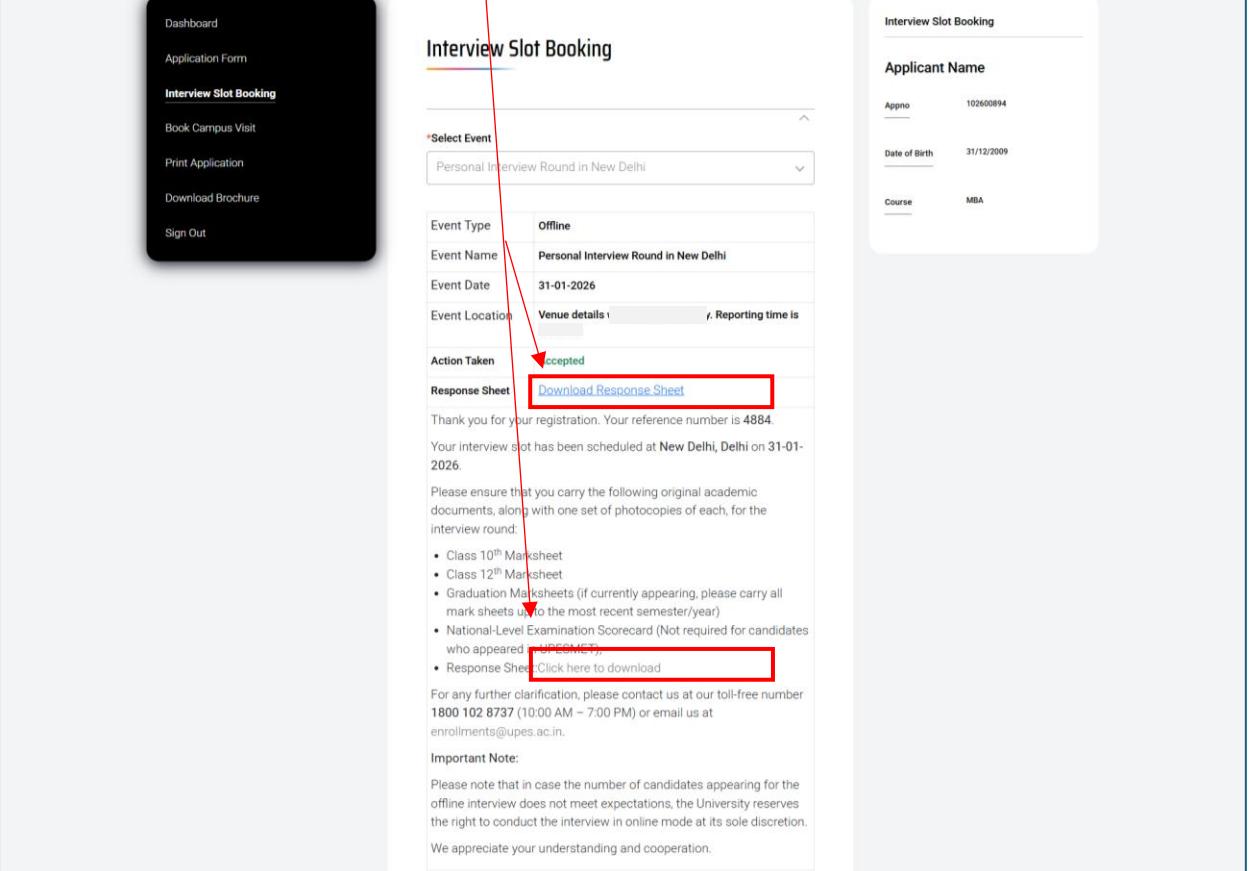
The image shows the UPES Dashboard. On the left, a sidebar menu lists "Dashboard", "Application Form", "Interview Slot Booking" (which is highlighted with a red box and a red arrow pointing to it), "Book Campus Visit", "Print Application", "Download Brochure", and "Sign Out". The main content area is titled "Dashboard" and shows the "Applicant Name" as "PG - MBA". It displays application details: "Application Number 102600894", "Core MBA (Business Analytics in collaboration with KPMG)", and "Mode Through Non Exam". To the right, there are two progress bars: "Payment" at "100% Completed" and "Academic History" at "100% Completed". A "Logout" button is in the top right corner, and a "Complete Now" button is at the bottom.

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:

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



The screenshot shows the Interview Slot Booking interface. On the left, a sidebar lists options: Dashboard, Application Form, Interview Slot Booking (which is selected and highlighted in blue), Book Campus Visit, Print Application, Download Brochure, and Sign Out. The main content area is titled 'Interview Slot Booking'. It shows a dropdown for 'Select Event' with 'Personal Interview Round in New Delhi' selected. Below it, the 'Event Type' is 'Offline', 'Event Name' is 'Personal Interview Round in New Delhi', 'Event Date' is '31-01-2026', and 'Event Location' is 'Venue details: [redacted] Reporting time is [redacted]'. Under 'Action Taken', it says 'Accepted'. A red box highlights the 'Download Response Sheet' button. Below the button, a message says 'Thank you for your registration. Your reference number is 4884. Your interview slot has been scheduled at New Delhi, Delhi on 31-01-2026. Please ensure that you carry the following original academic documents, along with one set of photocopies of each, for the interview round:'. A bulleted list follows: 'Class 10th Marksheets', 'Class 12th Marksheets', 'Graduation Marksheets (if currently appearing, please carry all mark sheets up to the most recent semester/year)', 'National-Level Examination Scorecard (Not required for candidates who appeared in UPESMET)', and 'Response Sheet: [Click here to download](#)'. A red box highlights the download link. At the bottom, it says 'For any further clarification, please contact us at our toll-free number 1800 102 8737 (10:00 AM - 7:00 PM) or email us at enrollments@upes.ac.in'. The right side of the screen shows applicant details: Appno 102600894, Date of Birth 31/12/2009, and 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 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 Marksheets
- 12th Marksheets
- 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