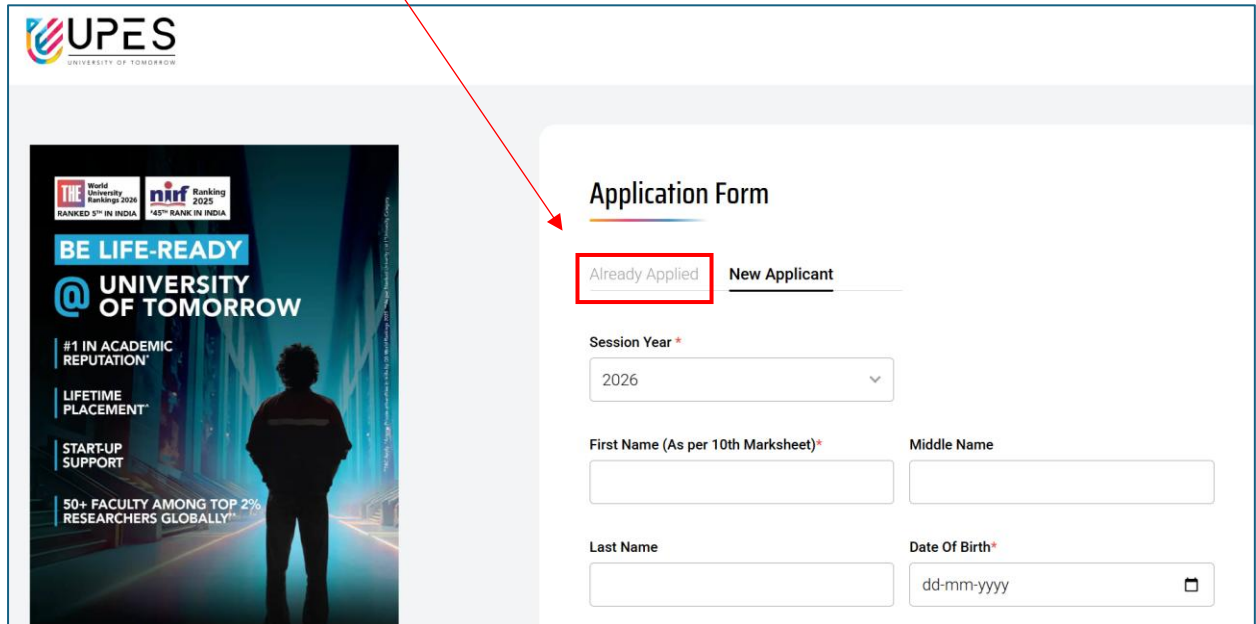


SOP: Offline PI Slot Booking Process

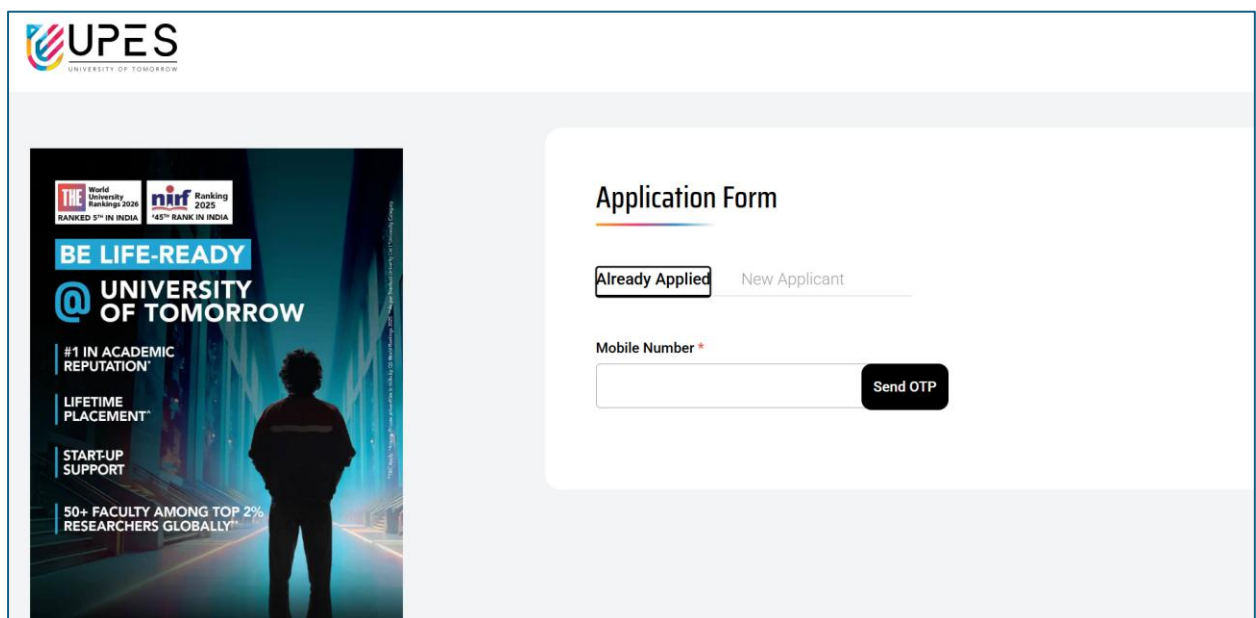
URL: <https://admission.upes.ac.in/Login>

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





The screenshot shows the UPES University of Tomorrow logo at the top left. Below it is a promotional banner for the University of Tomorrow, featuring a silhouette of a person standing in a futuristic corridor. The banner includes text: "BE LIFE-READY @ UNIVERSITY OF TOMORROW", "#1 IN ACADEMIC REPUTATION*", "LIFETIME PLACEMENT*", "START-UP SUPPORT", and "50+ FACULTY AMONG TOP 2% RESEARCHERS GLOBALLY*". To the right of the banner is the "Application Form" section. It has two tabs: "Already Applied" (which is selected and highlighted with a red box) and "New Applicant". Below the tabs are several input fields: "Session Year*" with a dropdown menu showing "2026", "First Name (As per 10th Marksheet)*", "Middle Name", "Last Name", and "Date Of Birth*" with a date picker showing "dd-mm-yyyy".

2. Login with your registered mobile number:



The screenshot shows the same UPES Application Form page. The "Already Applied" tab is still selected. Below the tabs, the "Mobile Number*" field is visible, followed by a "Send OTP" button. The promotional banner and UPES logo are also present.

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



Application Form

[Already Applied](#) [New Applicant](#)

Mobile Number *


Resend OTP

OTP sent to Registered Mobile no. and Email ID.

Enter OTP *

Submit

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



Logout

Dashboard

Application Form

Interview Slot Booking

Book Campus Visit

Print Application

Download Brochure

Sign Out

Dashboard

Applicant Name

PG - MBA

Application Number 102600894

Core MBA (Business Analytics in collaboration with KPMG)

Mode Through Non Exam

Complete Now

Payment

100% Completed

Academic History

100% Completed

Edit

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

The screenshot shows the UPES Interview Slot Booking interface. On the left is a dark sidebar with navigation links: 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'. It features a dropdown menu labeled '*Select Event' with a list of options: Personal Interview Round in Kolkata, Personal Interview Round in Mumbai, Personal Interview Round in Guwahati, Personal Interview Round in New Delhi, Personal Interview Round in Dehradun, Personal Interview Round in Lucknow, Personal Interview Round in Jaipur, Personal Interview Round in Patna, and Personal Interview Round in Indore. To the right, there is a form for 'Interview Slot Booking' with fields for Applicant Name, Appno (102600894), Date of Birth (31/12/2009), and Course (MBA). At the bottom, there are two boxes: 'Kandoli Campus, Dehradun' and 'Corporate Office'.

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

This screenshot shows the same UPES Interview Slot Booking interface, but with the event details expanded. The '*Select Event' dropdown now shows 'Personal Interview Round in New Delhi'. Below this, a table displays the event details:

| | |
|----------------|---------------------------------------|
| Event Type | Offline |
| Event Name | Personal Interview Round in New Delhi |
| Event Date | 31-01-2026 |
| Event Location | Venue details : Reporting time is : |

At the bottom of the page, there are two buttons: a red 'Reject' button and a green 'Accept' button. A red arrow points from the 'Accept' button to the text 'Accept' in the instruction above. The 'Accept' button is highlighted with a red rectangle.

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.

Interview Slot Booking

Select Event
Personal Interview Round in New Delhi

| | |
|----------------|---|
| Event Type | Offline |
| Event Name | Personal Interview Round in New Delhi |
| Event Date | 31-01-2026 |
| Event Location | Venue details Reporting time is |
| Action Taken | Accepted |
| Response Sheet | Download Response Sheet |

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:

- Class 10th Marksheet
- Class 12th Marksheet
- 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)
- Response Sheet [Click here to download](#)

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.

Important Note:

Please note that 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.

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()

Thank you for registration! Your Reference number is: 4884.

Your attendance is confirmed for New Delhi, Delhi on 31-01-2026

Location: Venue details | . Reporting time is

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