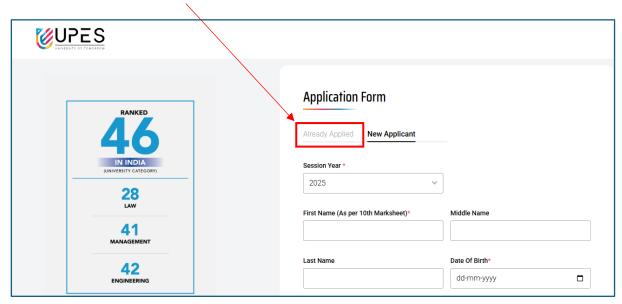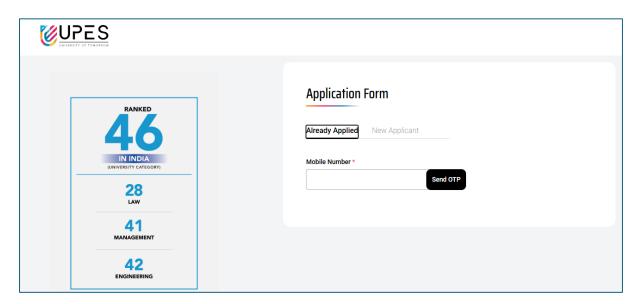# SOP: Offline PI Slot Booking Process
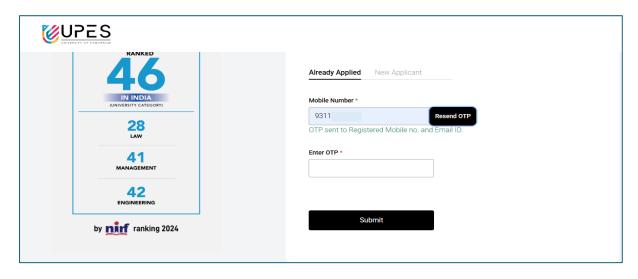
URL: https://admission.upes.ac.in/Login

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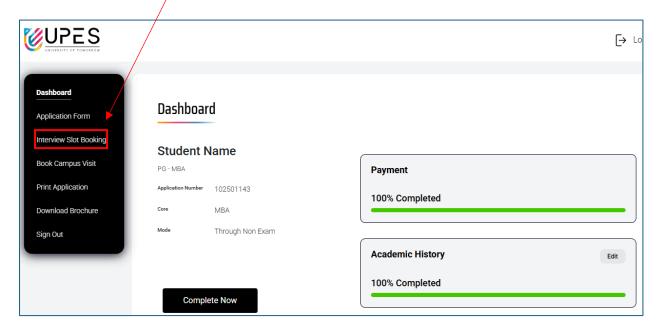

2. Login with your registered mobile number:
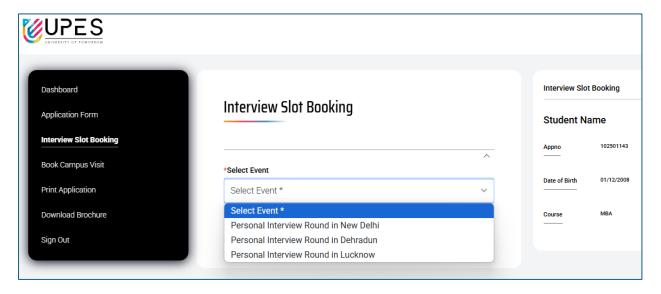

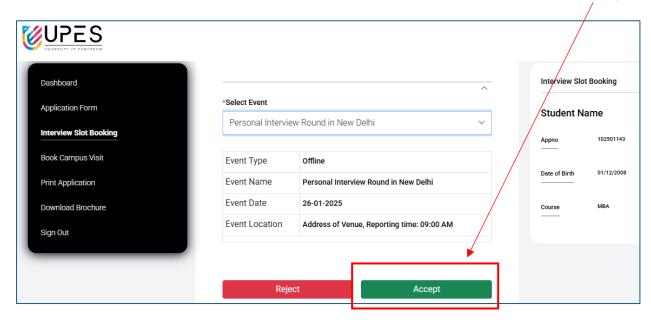3. Enter the OTP received on your registered mobile number:

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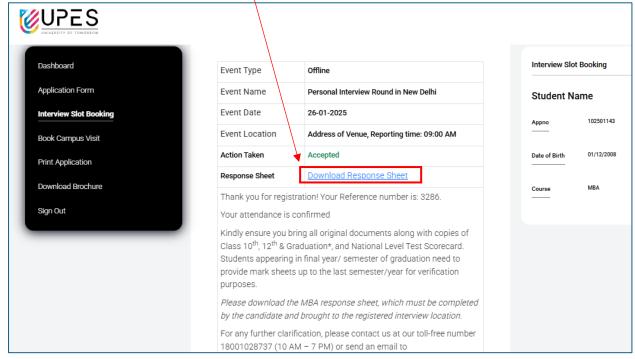

5. Select the preferred location where you want to attend the Interview Round:

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:
    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.

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.