Introduction

Applicants who belong to Categories LS2, LS4 – 9, in accordance with EDB, are defined as local applicants. If you are such applicants, you are required to provide a valid identity document proving you are local student / applicant when you create JUPAS account. For the definition of local students and the relevant documents, please visit the section of "Definition of Local Students" on the JUPAS website.

You are advised to create JUPAS account ahead of the deadline in case additional time is needed for further verification / submission of additional documentations is required.

If the identity documents are checked and confirmed by the JUPAS Office after 5:15 pm on the day of **application deadline** **and before** **late application deadline**, the applicant will be regarded as a late applicant, and has to pay the late application fee of HK$810 (which includes the application fee of HK$460 and a late charge of HK$350).

After the acceptance of your JUPAS application, you must report to the JUPAS Office **immediately** should there be any change on your identity documents (including any updates / renewal of your identity documents). Your "local" status may be changed due to the change on your identity documents.

If you wish to find out more details about local / non-local students, please visit the sections of "Definition of Local and Non-local Students" and "Local / Non-local Students" on the JUPAS website.

Should there be any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

簡介

按教育局的定義，屬 LS2、LS4 至 LS9 類別的申請人會被視為本地申請人。若你屬該等申請人，你於建立「大學聯招辦法」帳戶時須提供有效身份證明文件以證明你的本地學生 / 申請人身份。有關本地學生的定義及相關證件，請瀏覽「大學聯招辦法」網站的「本地學生的定義」部分。

你應儘早建立「大學聯招辦法」帳戶並遞交有效證件，因可能需要進一步核實 / 需要你提供其他有效證件，因而需時較長。

如「大學聯招處」（本處）於**截止申請日期**當天下午 5 時 15 分**至逾期申請的最後限期**期間完成核實身份證明文件，申請人將被視作遞交逾期申請，並需要繳交港幣 810 元正逾期申請費，包括港幣 460 元正申請費及港幣 350 元正逾期申請附加費。

於申請被接納後，若你持有的身份證明文件有任何變更（包括證件的任何更新 / 續期），你必須**即時**通知本處。你的「本地」身份或會因你的身份證明文件的變更而有相應的更改。

如果你想了解更多關於本地 / 非本地學生的資訊，請瀏覽「大學聯招辦法」網站的「本地及非本地學生的定義」及「本地 / 非本地學生」部分。

此中文版本為英文版本譯本，如中、英文兩個版本有任何抵觸或不相符之處，概以英文版本為準。

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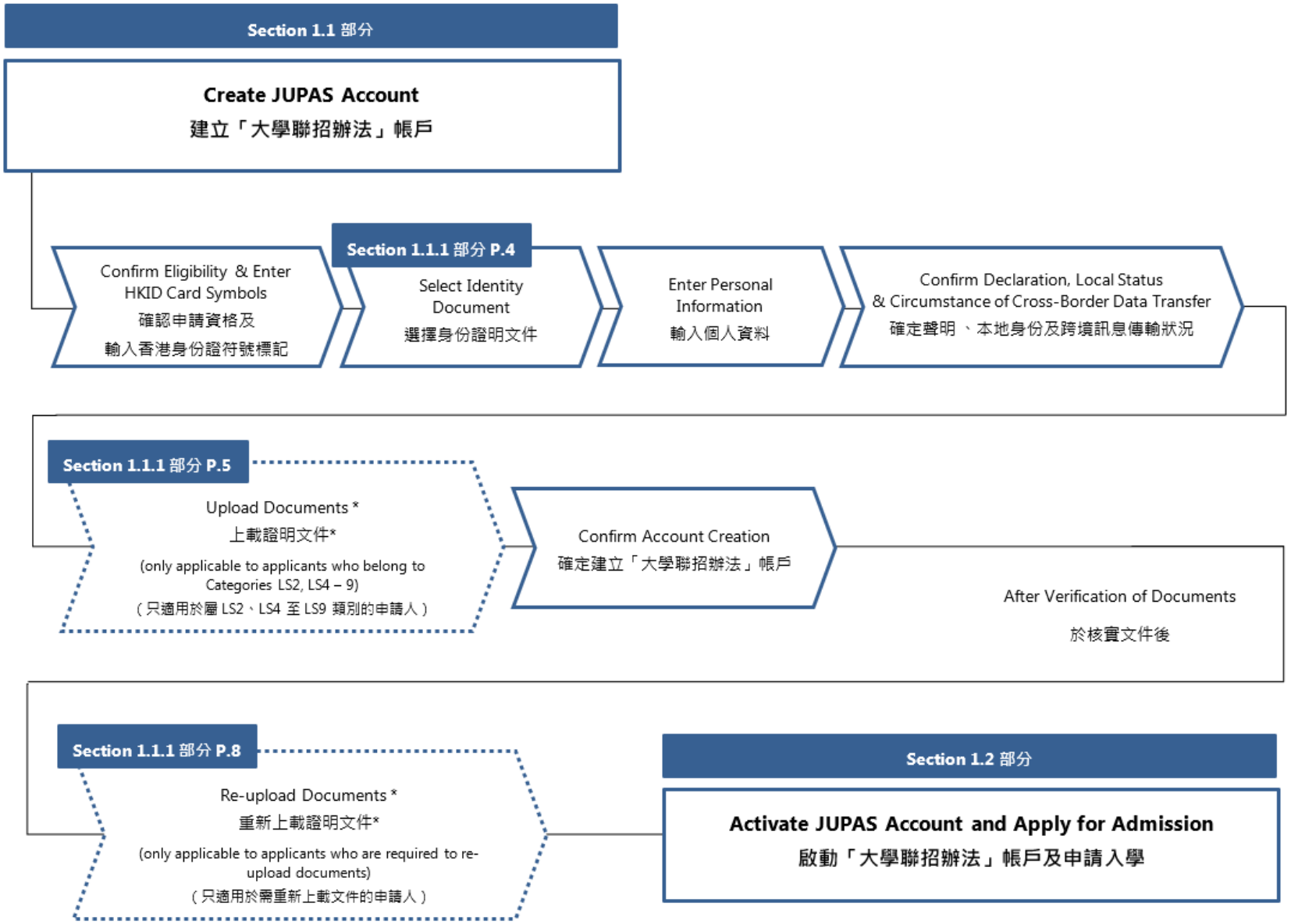
Flowchart of Local / Non-local Status Verification 核實本地 / 非本地身份流程圖

(This flowchart is only applicable to applicant who need verify his / her local / non-local status)

(此流程圖只適用於需要核實其本地 / 非本地身份的的申請人)



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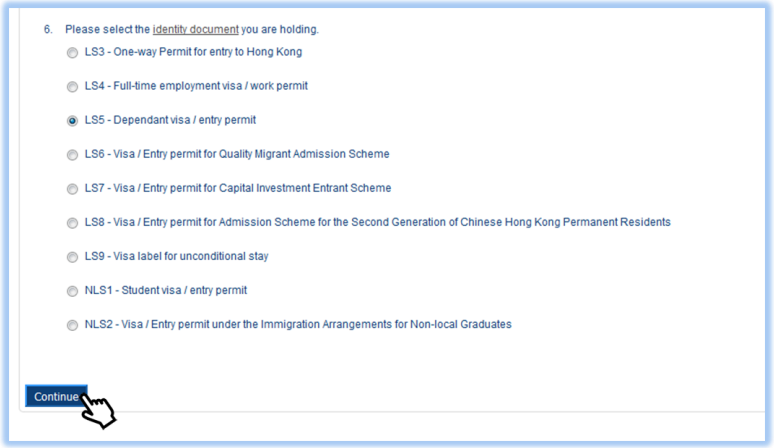
Select Identity Document 選擇身份證明文件

1. Select the identity document you are holding.
   選取你持有的身份證明文件。



2. Click **"Continue"** to the next page to enter information.
   按「**Continue**」前往下一頁以輸入資料。

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Upload Documents 上載證明文件

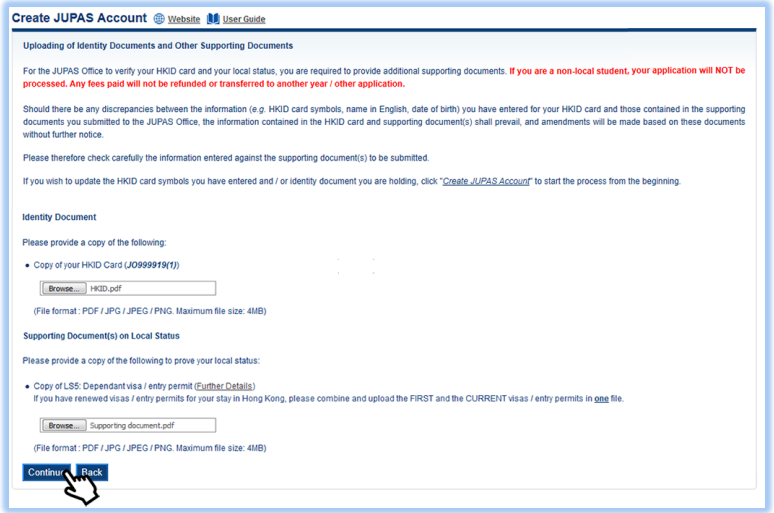
(This section is only applicable to applicants who belong to Categories LS2, LS4 – 9)
(此部分只適用於屬 LS2、LS4 至 LS9 類別的申請人)

1. Upload the copies of your HKID card and identity document(s) you are holding respectively.

   The file **MUST** be in PDF, JPG / JPEG or PNG format with a maximum file size of 4MB.

   分別上載你的香港身份證及所持有的身份證明文件副本。

   上載的檔案**必須**為不大於 4MB 的 PDF、JPG / JPEG 或 PNG 格式。



2. Click **"Continue"** to the next page to confirm account creation.

   按「**Continue**」前往下一頁以確定建立「大學聯招辦法」帳戶。

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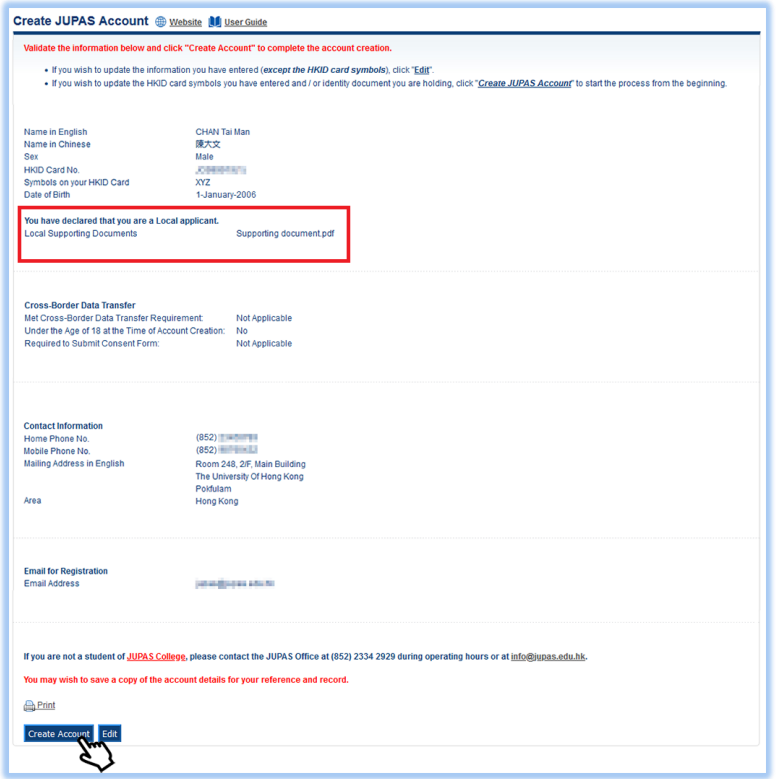
3. Check carefully all the information entered. You can view the file name of the copy of identity documents uploaded on this page.

   If all the information is correct, click **"Create Account"** to create your JUPAS account.

   細心查閱已輸入的所有資料。你可以於頁面檢視已上載的身份證明文件副本的檔案名稱。

   如所有資料無誤，按**「Create Account」**以建立你的「大學聯招辦法」帳戶。



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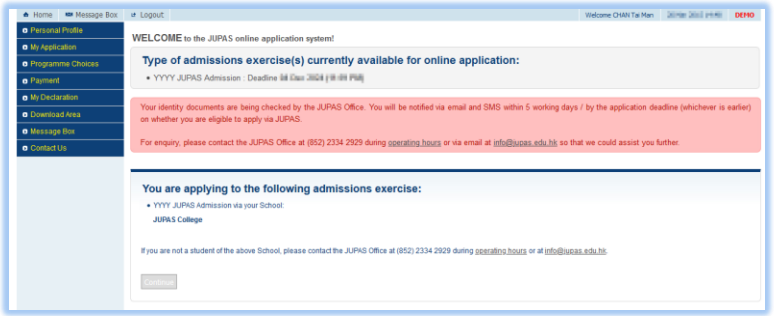
4. **Time is required for the JUPAS Office for verification of uploaded copies of HKID card and identity document.**

   You will receive an email and SMS notification within 5 working days / by the application deadline (whichever is earlier) on whether you are eligible to apply via JUPAS.

   本處需時核實上載的香港身份證及身份證明文件副本。

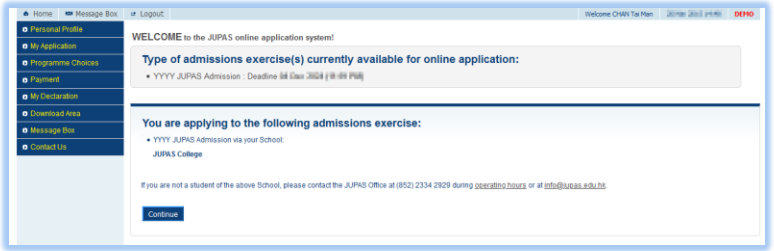
   你會於五個工作天內 / 截止申請日期前（以較早者為準），收到符合「大學聯招辦法」申請資格與否之電郵及 SMS 確認通知。

View for Pending for Verification
等候核實的頁面



Only eligible applicants could continue to submit their JUPAS applications.
符合「大學聯招辦法」申請資格之申請人方可繼續遞交入學申請。

View for Eligible Applicants to Apply for Admission
合資格申請人申請入學的頁面



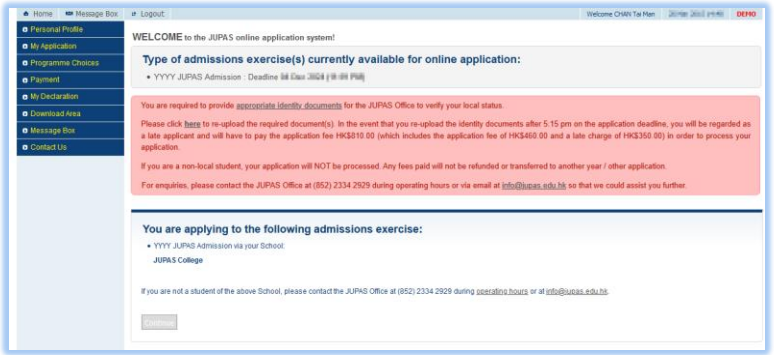
If the JUPAS Office is not able to confirm your local status based on the identity documents you uploaded, you will be required to re-upload document(s) that can verify your status.

If you fail to re-upload acceptable identity document(s), your JUPAS application could **NOT** be processed further.

如本處無法根據你上載的身份證明文件確定你的本地身份，你需要重新上載證明文件以核實你的身份。

如你未能重新上載可接納的身份證明文件，你的「大學聯招辦法」申請將**不獲處理**。

View for Applicants Required to Re-upload
需要重新上載的申請人的頁面



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Re-upload Documents 重新上載證明文件

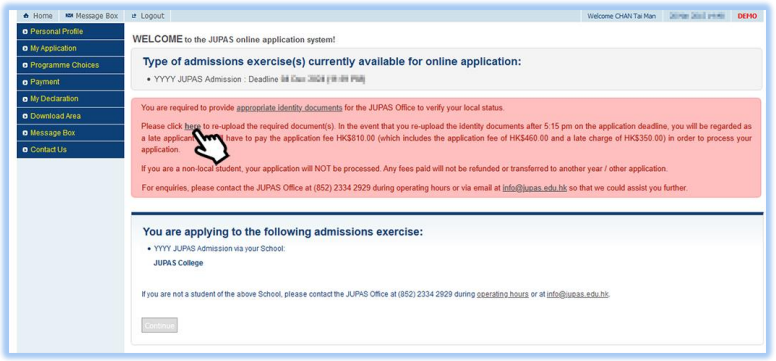
(This section is only applicable to applicants who are required to re-upload additional document(s))
(此部分只適用於需要重新提供額外文件的申請人)

1. This message informs you that appropriate supporting document(s) is required to verify your local status.

   Click **"here"** to proceed to re-upload.

   此訊息通知你需要上載合適的證明文件以核實你的本地身份。

   按「**here**」前往重新上載。



2. Document(s) required re-uploading will be marked with "⚠". You can view the previous file(s) uploaded by clicking the file name.

   Please read the notification email sent by the JUPAS Office for the re-upload requirements and details.

   需要重新上載的文件會以「⚠」標示。你可以按檔案名稱檢視已上載的檔案。

   有關重新上載的要求及詳情，請細閱本處的通知電郵。

3. Upload the copies of the required document(s).

   The file **MUST** be in PDF, JPG / JPEG or PNG format with a maximum file size of 4MB.

   上載所需文件副本。

   上載的檔案**必須**為不大於 4MB 的 PDF、JPG / JPEG 或 PNG 格式。

4. Click the respective **"Upload"**.

   按對應的「**Upload**」。

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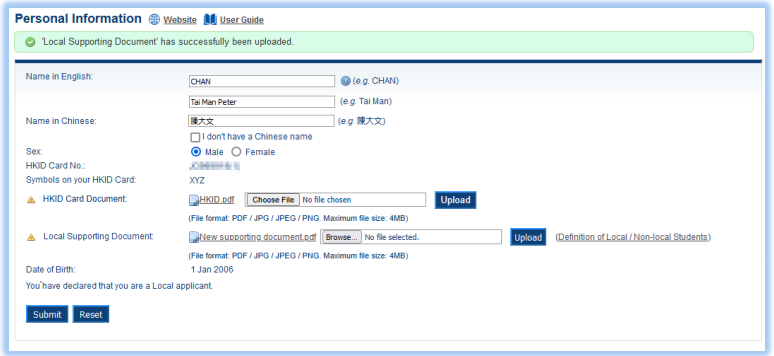
5. The file has been re-uploaded successfully.
   你已成功重新上載文件。



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