

## **Introduction**

You can update your personal information such as your name, sex and date of birth under the "Personal Information" page; and update your HKID card number and symbols on your HKID card by submitting a "Request for Change of Personal Information" via your JUPAS account BEFORE the application deadline.

You have to submit a request for change of personal information and upload supporting documents via your JUPAS account under "Request for Change of Personal Information" AFTER the application deadline.

The personal information **MUST BE IDENTICAL** to the information printed on your HKID card. Please note that the personal information you have entered may be amended by the JUPAS Office according to the information provided in the supporting documents submitted without further notice.

You can check the updated personal information 2 working days after the request and all the necessary supporting documents are received by the JUPAS Office.

The JUPAS Office will, where practicable, take steps to ensure that the personal data maintains on you are accurate, but you should note that responsibility to update your personal data rests with you.

If you wish to find out more details about personal information, please visit the sections of "[Personal Profile](#)" and "[Personal Data Protection](#)" on the JUPAS website.

## **簡介**

於截止申請日期前，你可於「大學聯招辦法」帳戶內的「Personal Information」頁面更新你的姓名、性別及出生日期；及經「Request for Change of Personal Information」要求更改香港身份證號碼及香港身份證上的符號標記。

於截止申請日期後，你需透過「大學聯招辦法」帳戶內的「Request for Change of Personal Information」遞交要求更改其個人資料及上載所需證明文件。

請注意，你的個人資料必須與你香港身份證上的資料**完全相同**，「大學聯招處」或會按已遞交的證明文件的內容更正你所輸入的資料而不作另行通知。

你可於「大學聯招處」收訖更改要求及所需的證明文件的兩個工作天後，查閱已更新的個人資料。

「大學聯招處」會採取一切合理與可行的措施，確保你所儲存的個人資料正確無誤。惟你應注意，你有責任更新你的個人資料以確保資料準確。

如果你想了解更多關於個人資料的資訊，請瀏覽「大學聯招辦法」網站的"[個人檔案](#)"及"[個人資料保障](#)"部分。

## 2.1 Update Personal Information

### 2.1 更新個人資料

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

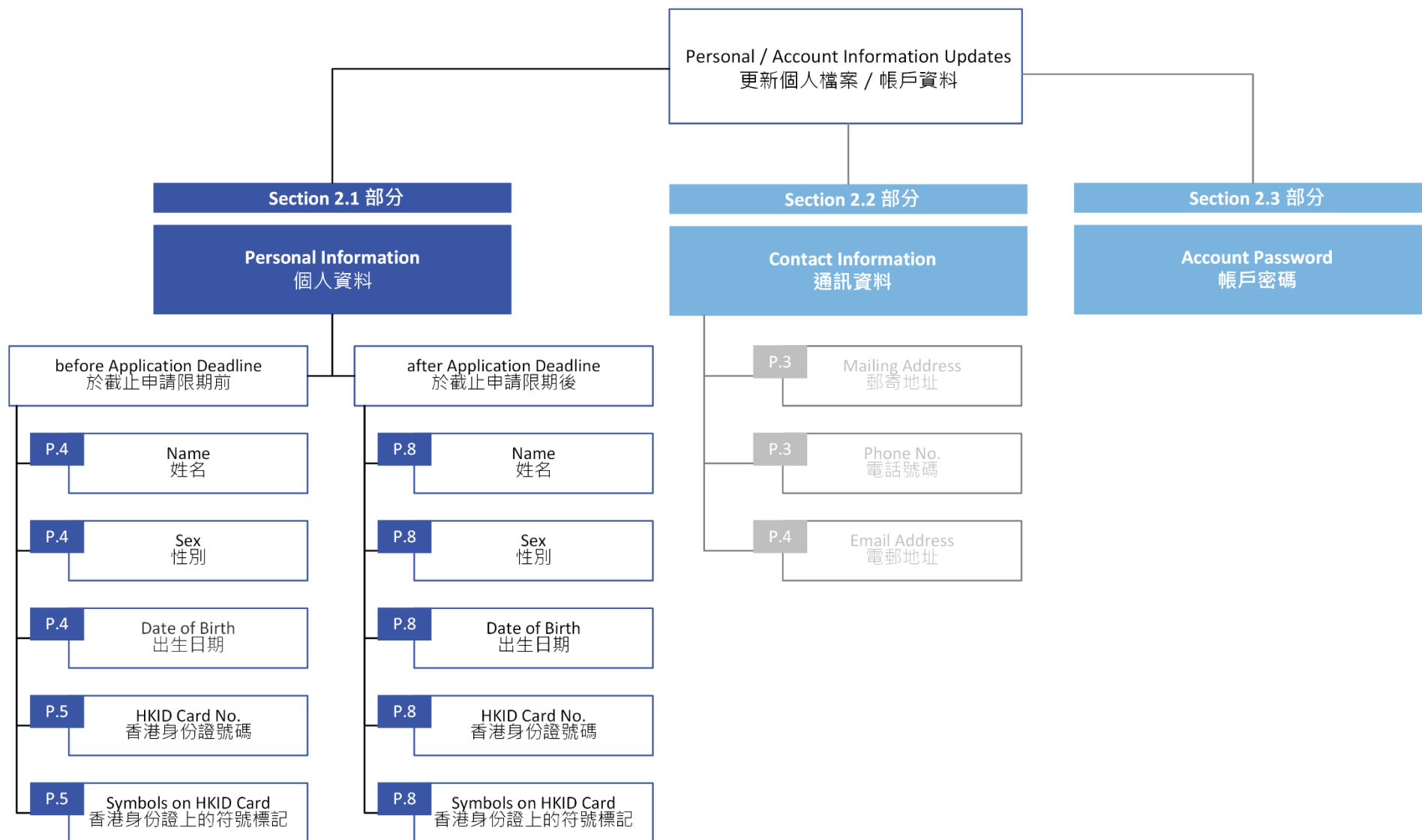
此中文版本為英文版本譯本，如中、英文兩個版本有任何抵觸或不相符之處，概以英文版本為準。

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Last updated on 5 October 2023

於 2023 年 10 月 5 日更新

## Flowchart of Personal / Account Information Updates 更新個人資料 / 帳戶資料流程圖



## 2.1 Update Personal Information

### 2.1 更新個人資料

## Update Name, Sex and Date of Birth 更新姓名、性別及出生日期

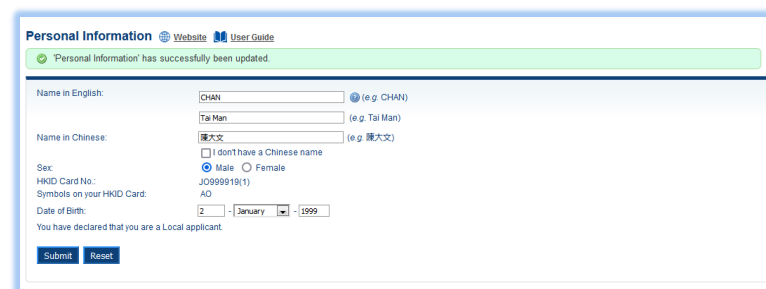
(This section is only applicable before the application deadline)

(此部分只適用於截止申請日期前)

1. Click **“Personal Profile”**.  
按「**Personal Profile**」。
2. You can check your personal information and update your **Name, Sex** or **Date of Birth** on this page.  
你可於此頁面查閱你的個人資料及更新你的**姓名、性別**或**出生日期**。



3. Click **“Submit”**.  
按「**Submit**」。
4. Your personal information has been successfully updated.  
你的個人資料已成功更新。



## 2.1 Update Personal Information

### 2.1 更新個人資料

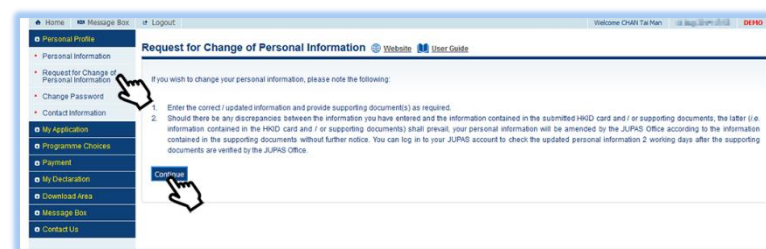
## Request for Change of HKID Card Number and Symbols 要求更改香港身份證號碼及符號標記

(This section is only applicable before the application deadline)

(此部分只適用於截止申請日期前)

1. Click **“Request for Change of Personal Information”**.  
按「**Request for Change of Personal Information**」。


2. Read the information carefully and click **“Continue”**.  
細心閱讀資料及按「**Continue**」。



3. You can tick and update your **HKID Card No.** or **Symbols on your HKID Card** on this page.

你可在此頁面勾選及更新你的香港身份證號碼或香港身份證上的符號標記。

4. Click **“Continue”**.  
按「**Continue**」。



## 2.1 Update Personal Information

### 2.1 更新個人資料

(This step is only applicable to applicants who request for updating symbols on their HKID card)

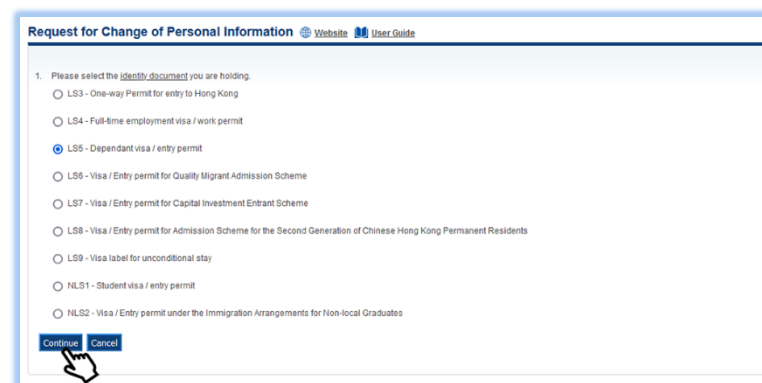
(此步驟只適用於要求更改香港身份證上的符號標記的申請人)

If you request for updating symbols on your HKID card, it may affect your "local" applicant status.

You may need to select the identity document you are holding on this page. Then click "**Continue**".

如果你要求更改香港身份證上的符號標記，可能會影響你的「本地」申請人身份。

你或需要在此頁面選取你持有的身份證明文件，然後按「**Continue**」。



Request for Change of Personal Information Website User Guide

1. Please select the identity document you are holding.

- LS3 - One-way Permit for entry to Hong Kong
- LS4 - Full-time employment visa / work permit
- LS5 - Dependant visa / entry permit
- LS6 - Visa / Entry permit for Quality Migrant Admission Scheme
- LS7 - Visa / Entry permit for Capital Investment Entrant Scheme
- LS8 - Visa / Entry permit for Admission Scheme for the Second Generation of Chinese Hong Kong Permanent Residents
- LS9 - Visa label for unconditional stay
- NLS1 - Student visa / entry permit
- NLS2 - Visa / Entry permit under the Immigration Arrangements for Non-local Graduates

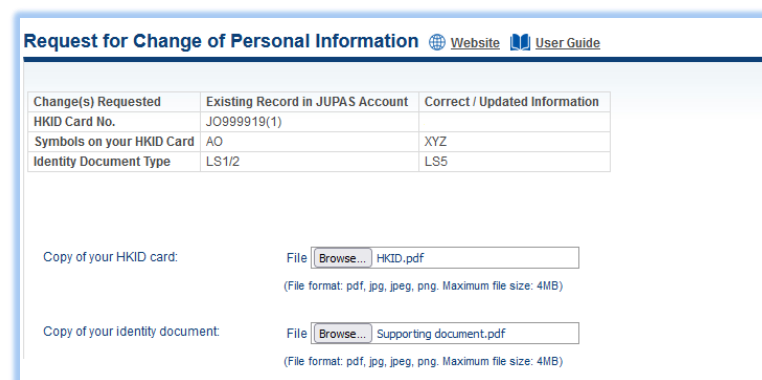
Continue Cancel

You may require to upload copies of the [identity document](#) you are holding on the subsequent page to support your "local" applicant status.

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

你或需要於其後頁面上載你所持有的[身份證明文件](#)副本以支持你的「本地」申請人身份。

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



Request for Change of Personal Information Website User Guide

Change(s) Requested	Existing Record in JUPAS Account	Correct / Updated Information
HKID Card No.	JO999919(1)	
Symbols on your HKID Card	AO	XYZ
Identity Document Type	LS1/2	LS5

Copy of your HKID card: File  (File format: pdf, jpg, jpeg, png. Maximum file size: 4MB)

Copy of your identity document: File  (File format: pdf, jpg, jpeg, png. Maximum file size: 4MB)

## 2.1 Update Personal Information

### 2.1 更新個人資料

#### 5. Upload a copy of your HKID Card.

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

上載你的香港身份證副本。

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

#### 6. Enter your password and the security code shown.

If you cannot identify the security code, click **“Display another Security Code”** for a new one; or click **“download audio”** to listen to a different code.

輸入你的密碼及頁面所顯示的保安碼。

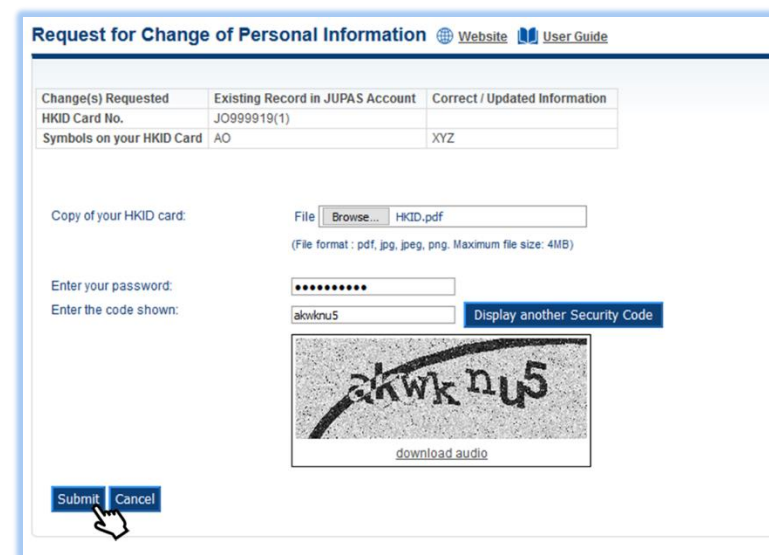
如果你無法辨認保安碼，按「**Display another Security Code**」以顯示另一組保安碼；或按「**download audio**」聆聽另一組保安碼。

#### 7. Click **“Submit”**.

按「**Submit**」。

#### 8. Your request for change of personal information has been successfully submitted.

要求更新個人資料的申請已成功遞交。




Change(s) Requested	Existing Record in JUPAS Account	Correct / Updated Information
HKID Card No.	JO999919(1)	
Symbols on your HKID Card	AO	XYZ

Copy of your HKID card: File  HKID.pdf  
(File format : pdf, jpg, jpeg, png. Maximum file size: 4MB)

Enter your password:

Enter the code shown:  [Display another Security Code](#)

  
[download audio](#)



**REQUEST SUBMITTED**  
Your request for change of personal information has been submitted to the JUPAS Office.

Please note that your personal information is **NOT YET UPDATED**. You can log in to your JUPAS account to check the updated personal information 2 working days after the supporting document(s) is / are verified by the JUPAS Office.

## 2.1 Update Personal Information

### 2.1 更新個人資料

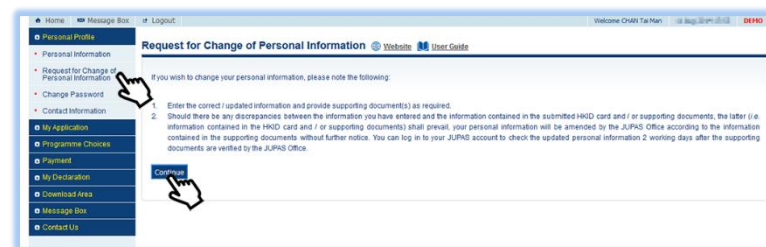
## Request for Change of Personal Information 要求更改個人資料

(This section is only applicable after the application deadline)

(此部分只適用於截止申請日期後)

1. Click **“Request for Change of Personal Information”**.  
按「**Request for Change of Personal Information**」。

2. Read the information carefully and click **“Continue”**.  
細心閱讀資料及按「**Continue**」。



3. You can tick and update the information you wish to amend on this page, including:

- Name in English / Chinese (Page 10 - 11)
- Symbols on your HKID Card (Page 9 & 11)
- Sex, HKID Card No. and / or Date of Birth (Page 11)

你可在此頁面勾選及更新需要修改的資料，包括：

- 英文 / 中文姓名 (第 10 至 11 頁)
- 你香港身份證上的符號標記 (第 9 及 11 頁)
- 性別、香港身份證號碼及 / 或出生日期 (第 11 頁)



4. Click **“Continue”**.  
按「**Continue**」。



## 2.1 Update Personal Information

### 2.1 更新個人資料

(This step is applicable to applicants who request for updating symbols on their HKID card)

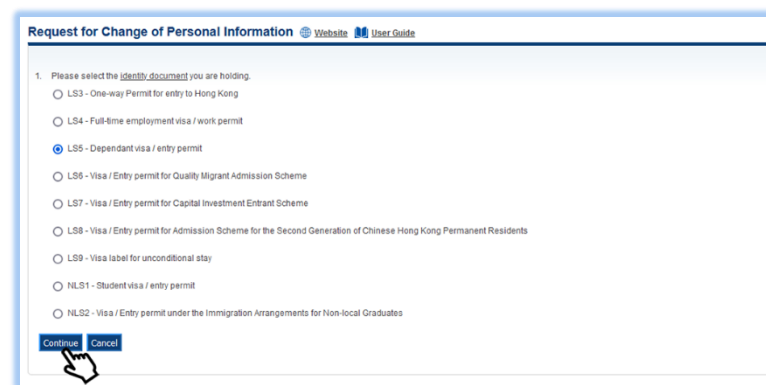
(此步驟只適用於要求更改香港身份證上的符號標記的申請人)

If you request for updating symbols on your HKID card, it may affect your "local" applicant status.

You may need to select the identity document you are holding on this page. Then click "**Continue**".

如果你要求更改香港身份證上的符號標記，可能會影響你的「本地」申請人身份。

你或需要在此頁面選取你持有的身份證明文件，然後按「**Continue**」。

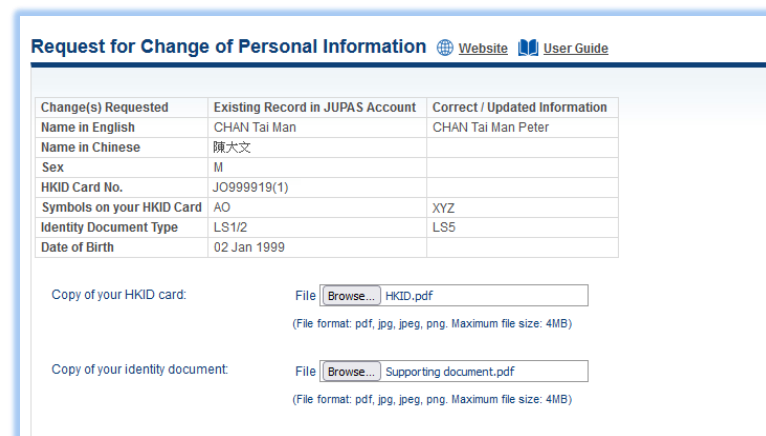


You may require to upload copies of the [identity document](#) you are holding on the subsequent page to support your "local" applicant status.

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

你或需要於其後頁面上載你所持有的[身份證明文件](#)副本以支持其「本地」申請人身份。

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



Change(s) Requested	Existing Record in JUPAS Account	Correct / Updated Information
Name in English	CHAN Tai Man	CHAN Tai Man Peter
Name in Chinese	陳太文	
Sex	M	
HKID Card No.	JO999919(1)	
Symbols on your HKID Card	AO	XYZ
Identity Document Type	LS1/2	LS5
Date of Birth	02 Jan 1999	

Copy of your HKID card: File  HKID.pdf  
(File format: pdf, jpg, jpeg, png. Maximum file size: 4MB)

Copy of your identity document: File  Supporting document.pdf  
(File format: pdf, jpg, jpeg, png. Maximum file size: 4MB)

## 2.1 Update Personal Information

### 2.1 更新個人資料

(This step is applicable to applicants who request for updating the name in English / Chinese)

(此步驟只適用於要求更改英文 / 中文姓名的申請人)

You will be required to indicate whether you have a Deed Poll regarding your name change.

If you have one, upload a copy of your Deed Poll here.

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

你須表明於更改姓名時曾否辦理改名契。

若有，在此上載你的改名契副本。

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

**Request for Change of Personal Information** [Website](#) [User Guide](#)

Change(s) Requested	Existing Record in JUPAS Account	Correct / Updated Information
Name in English	CHAN Tai Man	CHAN Tai Man Peter
Name in Chinese	陳太文	
Sex	M	
HKID Card No.	JO999919(1)	
Symbols on your HKID Card	AO	XYZ
Date of Birth	02 Jan 1999	

Do you have a Deed Poll regarding your name change?  Yes  No

Copy of your Deed Poll or other supporting document: File  Deed Poll.pdf

(File format : pdf, jpg, jpeg, png. Maximum file size: 4MB)

## 2.1 Update Personal Information

### 2.1 更新個人資料

5. Upload a copy of your HKID Card here.

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

在此上傳你的香港身份證副本。

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

6. Enter your password and the security code shown.

If you cannot identify the security code, click **“Display another Security Code”** for a new one; or click **“download audio”** to listen a different code.

輸入你的密碼及頁面所顯示的保安碼。

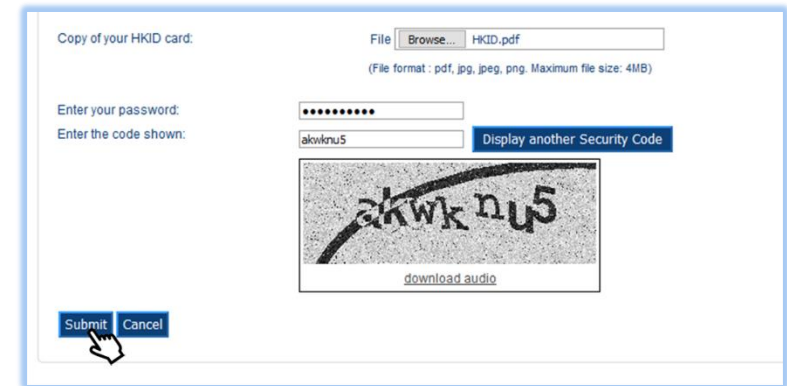
如果你無法辨認保安碼，按「**Display another Security Code**」以顯示另一組保安碼；或按「**download audio**」聆聽另一組保安碼。

7. Click **“Submit”**.

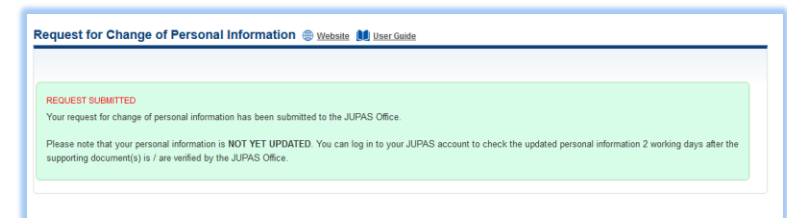
按「**Submit**」。

8. Your request for change of personal information has been successfully submitted.

要求更新個人資料的申請已成功遞交。



The screenshot shows a web form for uploading an HKID card and verifying a security code. At the top, it says "Copy of your HKID card:" followed by a file upload field with a "Browse..." button and the filename "HKID.pdf". Below this, it specifies "(File format : pdf, jpg, jpeg, png, Maximum file size: 4MB)". The form has two input fields: "Enter your password:" with a masked password field, and "Enter the code shown:" with a text field containing "akwkn5". To the right of the code field is a blue button labeled "Display another Security Code". Below the code field is a large image of a security code "akwkn5" on a textured background, with a "download audio" link underneath. At the bottom left, there are two buttons: "Submit" and "Cancel". A mouse cursor is pointing at the "Submit" button.



The screenshot shows a confirmation page titled "Request for Change of Personal Information". At the top right, there are links for "Website" and "User Guide". The main content area has a green background and contains the following text: "REQUEST SUBMITTED", "Your request for change of personal information has been submitted to the JUPAS Office.", and "Please note that your personal information is NOT YET UPDATED. You can log in to your JUPAS account to check the updated personal information 2 working days after the supporting document(s) is / are verified by the JUPAS Office."