

| Introduction | <u>簡介</u> |
|--|--|
| You can update your name and sex under the "Personal Information" page; and update your HKID card number, symbols on your HKID card and date of birth by submitting a "Request for Change of Personal Information" via your JUPAS account BEFORE the application deadline. | 於截止申請日期前,你可於「大學聯招辦法」帳戶內的「Personal Information」頁面更新你的姓名及性別;及透過「Request for Change of Personal Information」遞交要求更改香港身份證號碼、香港身份證上的符號標記及出生日期。 |
| 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. | 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」遞交要求更改個人資料及上載所需證明 文件。 |
| The personal information MUST BE IDENTICAL to the information on your HKID card. Please note that the personal information you have entered may be amended by the JUPAS Office according to the information stated in the supporting document(s) submitted without further notice. You can check the updated personal information 2 working days after the relevant documents are verified by the JUPAS Office. | 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」(本處)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。你可於本處核實有關文件的兩個工作天後,查閱已更新的個 人資料。 |
| The JUPAS Office will, where practicable, take steps to ensure that the personal information maintained on you are accurate, but you should note that the responsibility to update your personal information rests with you. | 本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。 |
| If you wish to find out more details about personal information, please visit the sections of <u>"Personal Profile"</u> and <u>"Personal Data / Information Protection"</u> on the JUPAS website. | 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 <u>「個人檔案」</u> 及 <u>「個人資料保障」</u> 部分。 |
| 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 • |



Last updated on 4 October 2024 於 2024 年 10 月 4 日更新



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



2.1 Update Personal Information2.1 更新個人資料

<u>Update Name and Sex</u> 更新姓名及性別

(This section is only applicable BEFORE the application deadline) (此部分只適用於截止申請日期前)

- Click "Personal Profile".
 按「Personal Profile」。
- Check your personal information and update your Name or Sex on this page.
 於此頁面查閱你的個人資料及更新你的姓名或性別。



3. Click "Submit".

按「Submit」。

 Your personal information has been successfully updated. 你的個人資料已成功更新。

| Name in English: | CHAN | 📵 (e.g. CHAN) |
|-------------------------------------|--|----------------|
| | Tai Man Peter | (e.g. Tai Man) |
| Name in Chinese: | 陳大文 | (eg.陳大文) |
| | I don't have a Chinese name | |
| Sex | Male O Female | |
| HKID Card No.: | JOBRESS IN STREET, STR | |
| Symbols on your HKID Card: | AO | |
| Date of Birth: | 1 Jan 2006 | |
| You have declared that you are a Lo | cal applicant. | |





<u>Request for Change of HKID Card Number, Symbols and Date of Birth</u> 要求更改香港身份證號碼、符號標記及出生日期

(This section is only applicable BEFORE the application deadline) (此部分只適用於截止申請日期前)

- Click "Request for Change of Personal Information".
 按「Request for Change of Personal Information」。
- Read the information carefully and click "Continue".
 細心閱讀資料及按「Continue」。



3. Tick and update your **HKID Card No.** or **Symbols on your HKID Card** or **Date of Birth** on this page.

於此頁面勾選及更新你的**香港身份證號碼、香港身份證上的符號標記**或出生日期。

4. Click "Continue".

按「Continue」。

| Please tick the personal inforr | nation you wish to amend and enter the correct / updated information: |
|---------------------------------|---|
| HKID Card No. | XI HORD UR (I) |
| Symbols on your HKID Ca | ard: XYZ |
| Date of Birth: | 2 - January v - 2006 |
| If you wish to update your nan | ne or sex, please do so under "Personal Information". |
| | |

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2.1 Update Personal Information2.1 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)

Your request for updating symbols on your HKID card may affect your local applicant status.

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

要求更改香港身份證上的符號標記或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」。

| ١. | Please select the identity document you are holding. |
|----|---|
| | O LS3 - One-way Permit for entry to Hong Kong |
| | O LS4 - Full-time employment visa / work permit |
| | LS5 - Dependant visa / entry permit |
| | O LS6 - Visa / Entry permit for Quality Migrant Admission Scheme |
| | O LS7 - Visa / Entry permit for Capital Investment Entrant Scheme |
| | O LS8 - Visa / Entry permit for Admission Scheme for the Second Generation of Chinese Hong Kong Permanent Residents |
| | O LS9 - Visa label for unconditional stay |
| | O NLS1 - Student visa / entry permit |
| | O NLS2 - Visa / Entry permit under the Immigration Arrangements for Non-local Graduates |
| | Contract Contract |

You may be required to upload copies of the <u>identity document(s)</u> you are holding on this 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.

你或需要於此頁面上載你所持有的<u>身份證明文件</u>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。

| tequest for Change | of Personal Information | I 🌐 <u>Website</u> 🚺 <u>User Guide</u> |
|-----------------------------|---|--|
| Change(s) Requested | Existing Record in JUPAS Account | Correct / Updated Information |
| HKID Card No. | 300000 (K) | |
| Symbols on your HKID Card | AO | XYZ |
| Identity Document Type | LS1/2 | LS5 |
| Date of Birth | 01 Jan 2006 | 02 Jan 2006 |
| Copy of your HKID card: | File Browse) HKID.pc (File format: pdf, jpg, jpeg, | lf png. Maximum file size: 4MB) |
| Copy of your identity docum | ent: File Browse Support (File format: pdf, jpg, jpeg, | ing document.pdf 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 as 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」[。]

 Your request for change of personal information has been successfully submitted. You will also receive a confirmation email.
 要求更新個人資料的申請已成功遞交。你亦會收到確認電郵。

| Change(s) Requested | Existing Record in JUPAS Account | Correct / Updated Information |
|---------------------------|----------------------------------|-------------------------------|
| HKID Card No. | J0099919(1) | |
| Symbols on your HKID Card | AO | XYZ |
| Date of Birth | 01 Jan 2006 | 02 Jan 2006 |
| Enter your password: | (rile format, pur, jpg, jpg) | prig. maximum me size. windy |
| Enter your password: | ••••• | |
| Line the code shown. | akvknu5 | h nu5 |
| | dowr | iload audio |

| REQUESTS | UBMITTED |
|------------------------------|---|
| Your reques | t for change of personal information has been submitted to the JUPAS Office. |
| Please note supporting of | 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 th locument(s) is / are venified by the JUPAS Office. |

<u>Request for Change of Personal Information 要求更改個人資料</u>

(This section is only applicable AFTER the application deadline) (此部分只適用於截止申請日期後)

- Click "Request for Change of Personal Information".
 按「Request for Change of Personal Information」。
- Read the information carefully and click "Continue".
 細心閱讀資料及按「Continue」。
- 3. 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)

於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」。



| Please tick the personal information y | ou wish to amend and enter the correct / updated information: |
|--|---|
| Name in English: | CHAN |
| Name in Chinese | Tai Man Peter |
| Sex: | Male Female |
| HKID Card No. | ID: - WHEEE - (1) |
| Symbols on your HKID Card: | XYZ |
| Date of Birth: | 2 - January 🗸 - 2006 |
| Continue Reset | |



2.1 Update Personal Information2.1 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)

Your request for updating symbols on your HKID card may affect your local applicant status.

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

要求更改香港身份證上的符號標記或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」。

| P | Nease select the <u>identity document</u> you are holding. |
|-----------|---|
| (| C LS3 - One-way Permit for entry to Hong Kong |
| \langle | LS4 - Full-lime employment visa / work permit |
| 0 | LS5 - Dependant visa / entry permit |
| \langle | O 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 |
| (| O LS9 - Visa label for unconditional stay |
| (| NLS1 - Student visa / entry permit |
| (| NLS2 - Visa / Entry permit under the Immigration Arrangements for Non-local Graduates |
| C | Allow Covered |

You may be required to upload copies of the <u>identity document(s)</u> you are holding on this 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.

你或需要於此頁面上載你所持有的<u>身份證明文件</u>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。

| Change(s) Requested | Existing Record in JUPAS Account | Correct / Updated Information |
|-----------------------------|---|---|
| Name in English | CHAN Tai Man | CHAN Tai Man Peter |
| Name in Chinese | 陳大文 | |
| Sex | M | |
| HKID Card No. | CONTRACTOR OF T | |
| Symbols on your HKID Card | AO | XYZ |
| Identity Document Type | LS1/2 | LS5 |
| Date of Birth | 02 Jan 2006 | |
| Copy of your HKID card: | File Browse HKID.p (File format: pdf, jpg, jpeg, | df png. Maximum file size: 4MB) |
| Copy of your identity docum | ent: File Browse Support (File format: pdf, jpg, jpeg, | ting document.pdf png. Maximum file size: 4MB) |



2.1 Update Personal Information 2.1 更新個人資料

(This step is applicable **ONLY** 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 as instructed.

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。

如有,請按指示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。

| Change(s) Requested | Existing Record in JUPAS Account | Correct / Updated Information |
|---|--|---|
| Name in English | CHAN Tai Man | CHAN Tai Man Peter |
| Name in Chinese | 陳大文 | |
| Sex | M | |
| HKID Card No. | COMMON 1 | |
| Symbols on your HKID Card | AO | XYZ |
| Date of Birth | 02 Jan 2006 | |
| | | |
| Do you have a Deed Poll re change? | garding your name 💿 Yes 🤇 | D N0 |
| Do you have a Deed Poll re change? Copy of your Deed Poll or o | garding your name | No we Deed Poll.pdf pdf, jpg, jpg, png. Maximum file siz- |
| Do you have a Deed Poll re change? Copy of your Deed Poll or o Copy of your HKID card: | garding your name Yes C ther supporting document.: File Brow (File format : File Brow | D No se Deed Poll.pdf pdf, jpg, jpeg, png. Maximum file siz vse HKID.pdf |

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2.1 Update Personal Information2.1 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.

在此上載你的香港身份證副本。

上載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 as 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」。

 Your request for change of personal information has been successfully submitted. You will also receive a confirmation email.
 要求更新個人資料的申請已成功遞交,你亦會收到確認電郵。

| Enter your password: | ••••• | |
|-----------------------|---------|-------------------------------|
| Enter the code shown: | akwknu5 | Display another Security Code |
| | dow | NK DUS |
| | | |

| REQUEST SUBMITED 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. | Request for Change of Personal Information 😂 Website 📕 UserGuide | | |
|--|--|--|--|
| REQUEST SUBMITED 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. | | | |
| 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 upporting document(a) is / are verified by the JUPAS Office. | EQUEST SUBMITTED our request for change of personal information has been submitt | ed to the JUPAS Office. | |
| | lease note that your personal information is NOT YET UPDATED apporting document(s) is / are verified by the JUPAS Office. | 0. You can log in to your JUPAS account to check the updated personal information 2 working days after the | |