

## **Introduction**

The JUPAS online application system is an online system specifically designed for local applicants with HKDSE Examination results to submit applications for admission to the 9 JUPAS participating-institutions and the SSSDP institutions (the Institutions), and for supporting major activities throughout each JUPAS admissions exercise.

This section will introduce the sitemap, pages and common buttons of JUPAS account, and the important notice of JUPAS online application system.

The Applicants' User Guides are released in phase according to the application procedures. For the release schedule of the Applicants' User Guides, please refer to the section of [“Applicants’ User Guide Menu”](#) 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**

「大學聯招辦法」網上申請系統是一個專為持有香港中學文憑考試成績的本地申請人而設的系統，以供他們向 9 所「大學聯招辦法」參與院校及 SSSDP「資助計劃」院校（院校）遞交入學申請，及支援其於「大學聯招辦法」年度中的主要事務。

此部分將介紹「大學聯招辦法」帳戶的網站地圖、頁面及常見按鈕，和「大學聯招辦法」網上申請系統的重要事項。

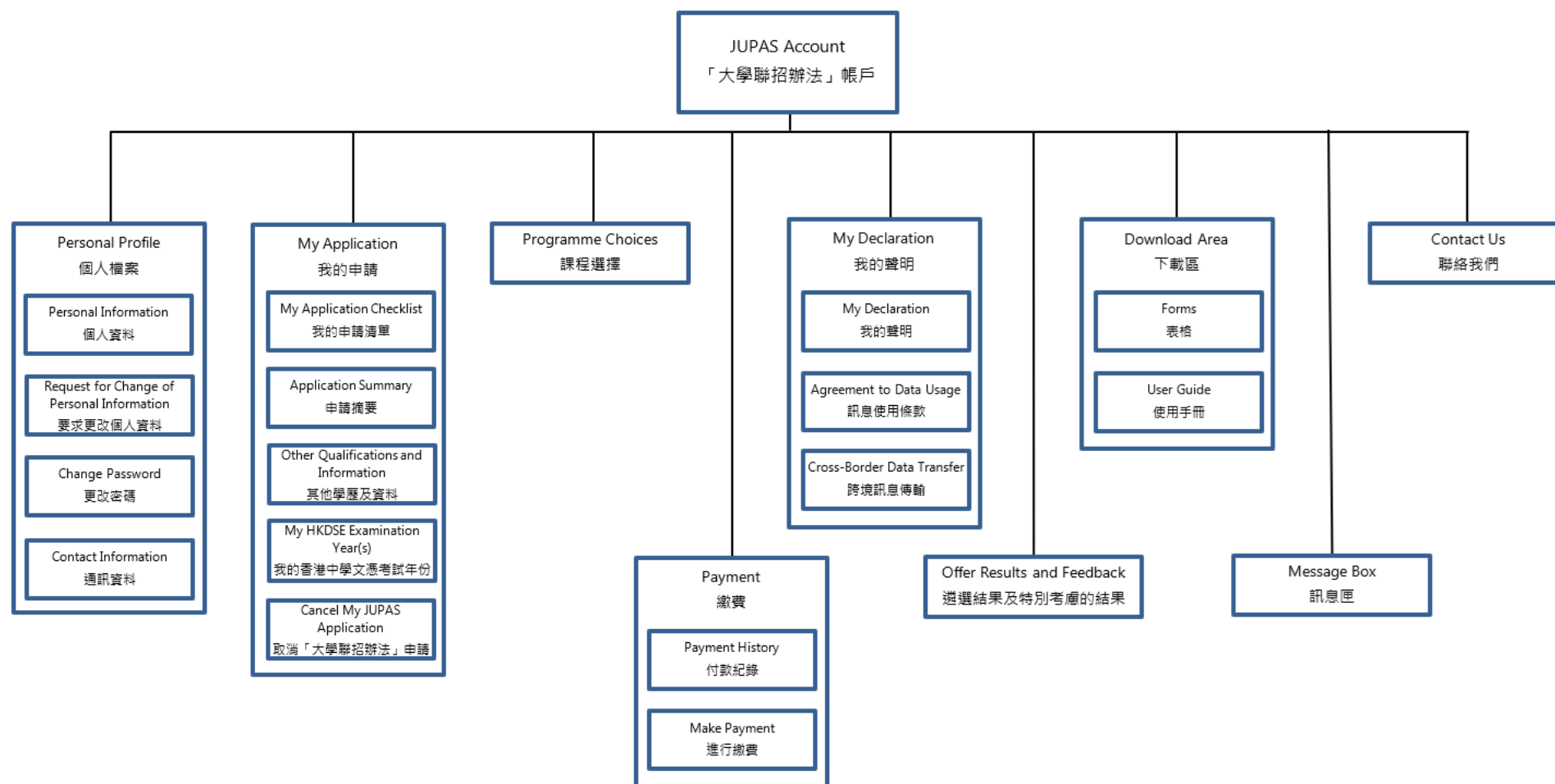
申請人手冊是按申請程序分階段發放。有關申請人手冊的發放日程，請瀏覽「大學聯招辦法」網站的[「申請人手冊目錄」](#)部分。

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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於 2024 年 10 月 4 日更新

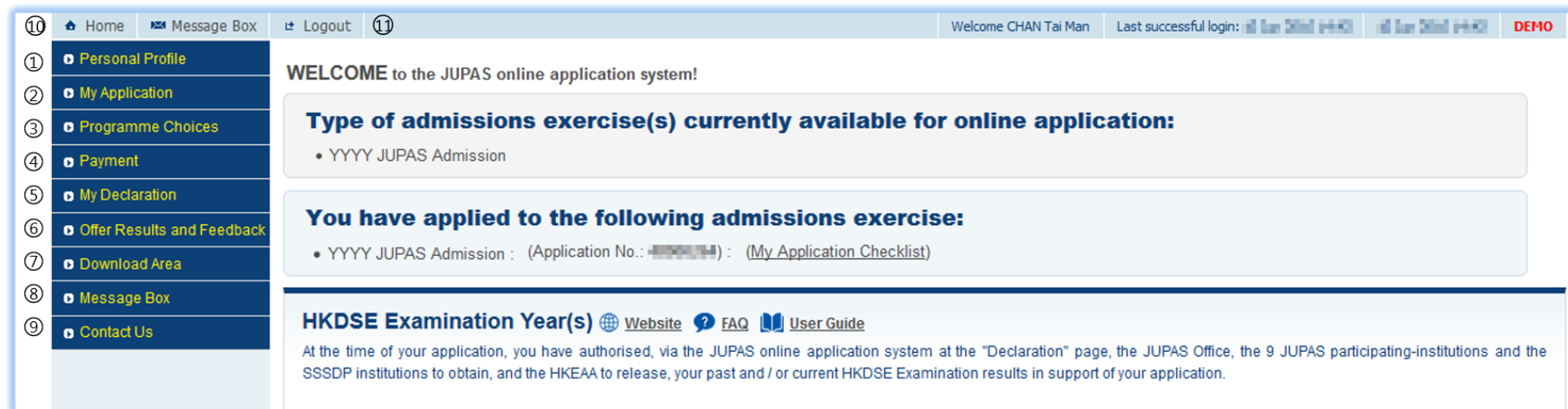
## Sitemap of JUPAS Account 「大學聯招辦法」帳戶網站地圖



## Pages of JUPAS Account 「大學聯招辦法」帳戶的頁面

English is the default and the only display language of the JUPAS online application system. Please refrain from using online translation engines when logging in to your JUPAS account.

「大學聯招辦法」網上申請系統惟一的語言設定為英語。登入「大學聯招辦法」帳戶時，請勿使用任何網上翻譯軟件。



### ①: Personal Profile 個人檔案

Edit your personal information, contact information and password.  
在此更改你的個人資料、通訊資料及密碼。

### ③: Programme Choices 課程選擇

Submit and amend your programme choices.  
在此遞交及更改你的課程選擇。

### ②: My Application 我的申請

Manage your application information.  
在此管理你的申請資料。

### ④: Payment 繳費

Pay the required fees and check payment record here.  
在此繳交所需費用，及查閱繳費紀錄。

⑤: My Declaration 我的聲明

View your confirmed declaration, update your Agreement of Data Usage and the Cross-Border Data Transfer circumstance (if applicable).

在此查閱你已確認的聲明、更新你的資料使用條款及跨境訊息傳輸情況(如適用)。

⑥: Offer Results and Feedback 遴選結果及特別考慮的結果

View your offer result and feedback on special consideration . This page will be available in mid-July.

在此查閱你的遴選結果及特別考慮的結果。此頁面將於七月中旬開放。

⑦: Download Area 下載區

Download the documents provided by the JUPAS Office.

在此下載由「大學聯招處」(本處)提供的文件。

⑧: Message Box 訊息匣

Check the messages sent by the JUPAS Office and the Institutions.

在此查閱本處及院校發送的訊息。

⑨: Contact Us 聯絡我們

View the contact information of the JUPAS Office.

在此查閱本處的聯絡資料。

⑩: Home 首頁

Return to the homepage and check your application number and important notice(s) from the JUPAS Office.

按此鍵返回首頁及查閱你的申請編號及本處的重要事項。

⑪: Logout 登出

Click this button to log out from your JUPAS account.

按此鍵登出你的「大學聯招辦法」帳戶。

## Common Buttons in JUPAS Account 「大學聯招辦法」帳戶內的常見按鈕

### ①: Add Button 新增鍵

Click this button to add new record(s).

按此鍵新增新記錄。

### ②: Delete Button 刪除鍵

Click this button to delete the relevant record(s).

按此鍵刪除相關記錄。

### ③: Edit Button 編輯鍵

Click this button to amend the relevant record(s).

可按此鍵修改相關記錄。

### ④: Submit Button 遞交鍵

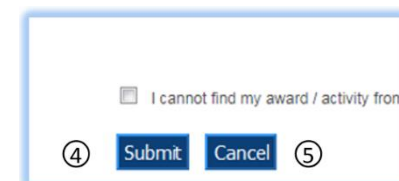
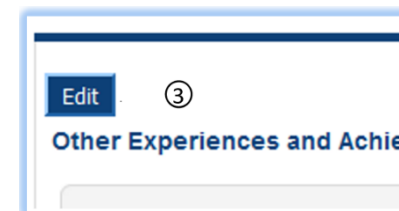
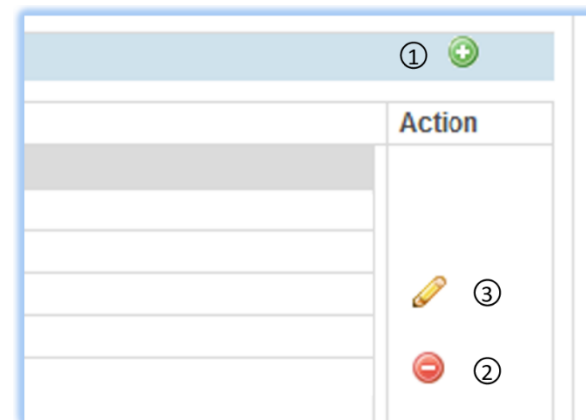
Click this button to save and submit information to the JUPAS online application system.

按此鍵儲存及遞交資料至「大學聯招辦法」網上申請系統。

### ⑤: Cancel Button 取消鍵

Click this button to cancel the current entry and return to the previous page.

按此鍵取消已輸入的資料及返回上一頁。



## Important Notice of JUPAS Online Application System 「大學聯招辦法」網上申請系統的重要事項

1. You **SHOULD** log out from your JUPAS account after you have finished using the JUPAS online application system.

在使用「大學聯招辦法」網上申請系統完畢後，你應登出你的「大學聯招辦法」帳戶。

2. For security reasons, the login session will be automatically terminated if there is no activity detected for 30 minutes.

The JUPAS online application system will **NOT** be able to detect that you are entering any information if you fail to save the information by clicking the **“Submit”** button. The session will then be regarded as no activity. You are strongly advised to save the information entered from time to time which will restart the countdown of the 30-minute time-out.

If you do not click **“Submit”** 5 minutes before the time-out, a pop-up will appear to ask if you wish to “renew” your session. You should click **“OK”** at this time if you intend to continue working in the JUPAS online application system, or the session will be terminated automatically after 5 minutes, and **INFORMATION ENTERED YET TO BE SUBMITTED WILL BE LOST.**

基於保安理由，申請人登入「大學聯招辦法」帳戶後，若「大學聯招辦法」網上申請系統於 30 分鐘內檢測不到任何活動，帳戶即會自動登出。

由於「大學聯招辦法」網上申請系統**未能**檢測你是否正在輸入資料，因此，你於輸入資料期間，如未有定時按「**Submit**」以儲存所輸入的資料，仍會被視為處於靜止狀態。本處強烈建議申請人應不時儲存已輸入的資料，以重新開始 30 分鐘的計時。

如你於自動登出限時前 5 分鐘仍未按「**Submit**」，系統將會發出提示，查問你是否仍需使用系統。你如希望繼續使用系統，應按「**OK**」，以重新開始 30 分鐘的計時，否則帳戶會於 5 分鐘後自動登出，**你所輸入而並未儲存的資料將會遺失。**

3. The JUPAS online application system **ONLY** supports single login. Please refrain from logging in to JUPAS account with multiple devices and / or browsers simultaneously to ensure data integrity.

「大學聯招辦法」網上申請系統**只**支援單一登入。為保障系統內資料的完整性，請勿同時使用多個裝置及 / 或瀏覽器登入「大學聯招辦法」帳戶。

4. You are strongly advised to ensure the stability of the internet connection while making updates to your application in the JUPAS online application system to prevent any loss of data.

你於「大學聯招辦法」網上申請系統作任何資料更新時，須確保網絡連線穩定，以保障資料安全。

5. The JUPAS online application system will be temporarily unavailable during 3:00 am – 6:00 am (HKT) daily for system maintenance.

「大學聯招辦法」網上申請系統於每天上午 3 時至上午 6 時 (HKT) 暫停開放以進行系統維護工程。