Joint University Programmes Admissions System
Online Application System User Guide for Applicants

Mandatory Application Procedures

Create JUPAS Account
(Last updated on 7 October 2020)

INTRODUCTION

If you are eligible and wish to apply for admission to the programmes offered under JUPAS, you should submit your application via the JUPAS online application system by completing **ALL** of the following steps on or before the application deadline:

1. **CREATE** JUPAS account
2. **ACTIVATE** JUPAS account and **APPLY** for admission
3. **PAY** application fee
4. **SUBMIT** programme choices

You must first create your JUPAS account before you can log on the JUPAS online application system to complete the remaining steps.

1. **GO TO “Create a JUPAS Account” User Interface**

   **Procedure (2 steps in total)**

   **Step 1:** Visit the JUPAS website at [https://www.jupas.edu.hk](https://www.jupas.edu.hk) and click “LOG ON my JUPAS Account”

   **Step 2:** Click “Create a JUPAS Account”
2. **CONFIRM Eligibility**

You should ensure that you are **ELIGIBLE** to apply via JUPAS before submitting your JUPAS application. If you are **NOT ELIGIBLE** to apply via JUPAS but have done so, your JUPAS application will **NOT** be processed. Any fees paid will not be refunded or transferred to another year or other application.

If you want to know more details about eligibility, please visit [https://www.jupas.edu.hk/en/eligibility/](https://www.jupas.edu.hk/en/eligibility/) at the JUPAS website.

**Procedure (6 steps in total)**

**Step 1:** Choose the appropriate answers for the following questions to confirm whether you are eligible to apply via JUPAS:
- Question 1: Do you have any past HKDSE Examination results?
- Question 2: Will you be taking the HKDSE Examination in the current JUPAS cycle?
- Question 3: Are you currently enrolled in a full-time bachelor’s degree programme offered under JUPAS?
- Question 4: Are you a holder of an HKID card?

**Step 2:** Enter the security code shown

If you cannot view the security code clearly, you can click “**Display another Security Code**” to display a new one; or “**download audio**” to listen to the security code.

**Step 3:** Click “**Continue**”

**Step 4:** Enter the symbols shown on your HKID card

**Step 5:** Click “**Continue**” again

**Step 6:** This step is only applicable to applicants who are not a Hong Kong Permanent Identity Card holder. Select which of the following identity document you are holding and then click “**Continue**”:
- **LS3** - One-way Permit for entry to Hong Kong
- **LS4** - Full-time employment visa or work permit
- **LS5** - Dependant visa or entry permit
- **LS6** - Visa or Entry permit for Quality Migrant Admission Scheme
- **LS7** - Visa or Entry permit for Capital Investment Entrant Scheme
- **LS8** - Visa or Entry permit for Admission Scheme for the Second Generation of Chinese Hong Kong Permanent Residents
LS9 - Visa label for unconditional stay
NLS1 - Student visa or entry permit
NLS2 - Visa or Entry permit under the Immigration Arrangements for Non-local Graduates

Please contact the JUPAS Office if you have enquiries on the type of document you are holding.
3. **Enter Personal Information**

Your personal information provided to the JUPAS Office is collected for processing your application for admission to the programmes offered by the 9 JUPAS participating-institutions and the SSSDP institutions. In this regard, your personal information may be used to enable JUPAS, the 9 JUPAS participating-institutions and the SSSDP institutions:

1. to obtain your past and current HKDSE Examination results from the Hong Kong Examinations and Assessment Authority, in short: HKEAA;
2. to obtain information about your candidature for public examinations and studies in institutions in Hong Kong and elsewhere from the relevant institutions where necessary;
3. to identify multiple applications, check records of your studies as a student in any of the JUPAS participating-institutions and the SSSDP institutions, in relation to your application via JUPAS; and
4. to contact you in connection with activities and information related to your application for admission.


**Procedure (1 step only)**

Step 1: Enter your personal data, such as name in English, name in Chinese, sex, HKID card number and date of birth

Please note that the personal information must be **identical** to the information printed on your HKID card.
4. **CONFIRM Local Status**

In accordance with the HKSAR Government’s policy, as from the 2020 JUPAS cycle, only applicants with valid identity documents proving they are **LOCAL** applicants or students at the time of submission of applications will be accepted.

You should ensure that you are a local applicant as defined by EDB in order to be eligible for JUPAS application. If you make any false statements or omit to state any significant information in your online application form, or if you make any misrepresentation, your application may be disqualified, or the 9 JUPAS participating-institutions and the SSSDP institutions may withdraw or amend your offer, or cancel your registration or enrolment, or terminate your study. Any fees paid will not be refunded or transferred to another year or other application.

**Procedure (1 step only)**

Step 1: Read the declaration for local status carefully and tick the box below to declare you are local applicant.
5. ENTER Communication Information

The JUPAS Office, the 9 JUPAS participating-institutions and the SSSDP institutions will contact you via one or more of the following channels:

1. home and mobile phone;
2. personal email;
3. SMS;
4. mail; or
5. the message box in your JUPAS account.

You should therefore ensure that your contact information, such as email address, phone numbers and mailing address, is correct, otherwise you may not receive important messages and correspondence from the JUPAS Office, the 9 JUPAS participating-institutions and the SSSDP institutions.

It is your responsibility to check all information from, and messages sent by, the JUPAS Office, the 9 JUPAS participating-institutions and the SSSDP institutions by post, via phone, via the JUPAS online application system or via email and SMS. If you fail to do so, you will miss important information. No reminders to check for such information will be sent to you.

If you want to know more details about communication information, please visit https://www.jupas.edu.hk/en/application-procedures-information/application-procedures/communication-channels/ at the JUPAS website.

Procedure (1 step only)

Step 1: Enter your communication information, such as mailing address in English, area, personal mobile phone number, home phone number, email address and re-enter email address

Please note that you SHOULD NEVER share your mobile phone number or mailing address with other applicants and should ensure the setting of personal email account will not filter out or place correspondence in trash or junk bin.
6. SET UP Login Name and Password

Please be reminded that for security reasons, you

1. SHOULD keep your login name AND password CONFIDENTIAL;
2. SHOULD change your password from time to time;
3. SHOULD log out from your JUPAS account when you have finished using the JUPAS online application system;
4. SHOULD NOT record your login name and password in any format. If you must record them, keep them separate and safe in a place only you yourself can access;
5. SHOULD NOT use personal information, in particular HKID card number, initials of your name or your school’s name as your password which could be easily deciphered;
6. SHOULD NOT leave your computer unattended while updating information and programme choices; and
7. SHOULD NEVER upload or update any information via embedded URLs in emails or websites. All information should only be uploaded or updated via your JUPAS account.

Procedure (3 steps in total)

Step 1: Set your own login name. You can click “Check Availability” to check whether your login name is available for use

Step 2: Set your own password and enter again

Step 3: Click “Continue”

Please note that NO CHANGE in login name once the JUPAS account is created and the password is case sensitive and should contain from 10 to 20 characters.
7. **UPLOAD Documents, as Required**

This step is only applicable to the applicants who are holding specific identity document.

For verifying your local status, you may be required to provide additional identity documents. If you cannot provide valid identity document proving your local status, you will be considered as a non-local applicant.

The supporting documents to be uploaded **MUST** be in PDF, JPG, JPEG or PNG format with a maximum file size of 3MB each.

**Procedure (3 steps in total)**

Step 1: Click **Browse** to upload a copy of your HKID card and identity document you are holding as selected in section 2 step 6

Step 2: Retrieve the relevant supporting document

Step 3: Click **Continue** after uploading both supporting documents
8. **CONFIRM Account Creation**

Procedure (4 steps in total)

Step 1: Check all the information you have entered carefully

Step 2: If you wish to update the information, click “Edit”

Step 3: Click “Create Account”

Step 4: Your JUPAS account has successfully been created

A confirmation email which contains a verification code will be sent to your registered email account for activation of your JUPAS account. You must complete **ALL** the remaining steps for the application procedures on or before the application deadline.