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

Application Procedures (Mandatory)

Create JUPAS Account
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.

If you want to know more details about JUPAS application, please visit the section of “Application Period and Method” at the JUPAS website.
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1. **GO TO “Create a JUPAS Account” User Interface**

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

1.2 **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 / other application.

If you want to know more details about eligibility, please visit the section of “Eligibility” at the JUPAS website.

2.1 Choose the appropriate answers for the following questions to confirm whether you are eligible to apply via JUPAS:

1. Do you have any past HKDSE Examination result(s)?
2. Will you be taking the HKDSE Examination in the current JUPAS cycle?
3. Are you currently enrolled in a full-time bachelor’s degree programme offered under JUPAS?
4. Are you a holder of an HKID card?
2.2 Enter the security code shown

2.3 If you cannot view the security code clearly, you can click the following:
   ①: “Display another Security Code” to display a new one
   ②: “download audio” to listen to the security code

2.4 Click “Continue”

2.5 Enter the symbols shown on your HKID card to identify whether you are a Hong Kong Permanent Identity Card holder

2.6 Click “Continue”
2.7 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:

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

- **Click "Continue"**

Note: 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 HKDSE Examination results (past and / or current) from the Hong Kong Examinations and Assessment Authority (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 / or the SSSDP institutions, *etc.* in relation to your application via JUPAS; and
4. to contact you in connection with activities and information related to your application for admission.

If you want to know more details about personal information, please visit the sections of “Personal Profile” and “Personal Data Protection” at the JUPAS website.

3.1 **Enter** your personal data as follows:

1: Name in English  
2: Name in Chinese  
3: Sex  
4: HKID Card No.  
5: Date of Birth

⚠️ **Note**  
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 / 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 statement(s) 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 / enrolment, or terminate your study. Any fees paid will not be refunded or transferred to another year / other application.

4.1 *Read* the declaration for local status carefully

4.2 “✓” this box 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. phone (home and mobile);
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, etc.) 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 / or 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 the section of "Communication Channels" at the JUPAS website.

5.1 **Enter** your communication information as follows:

1. Mailing Address in English
2. Area
3. Personal Mobile Phone No.
4. Home Phone No.
5. Email Address (**Enter** twice)

**Note**
- You **SHOULD NEVER** share your mobile phone no. or mailing address with other applicants
- Ensure the setting of personal email account will not filter out or place correspondence in trash / junk bin
6. **SET UP Login Name and Password**

Please be reminded that for security reasons, you should:

- **SHOULD** keep your login name **AND** password **CONFIDENTIAL**;
- **SHOULD** change your password from time to time;
- **SHOULD** log out from your JUPAS account when you have finished using the JUPAS online application system;
- **SHOULD NOT** record your login name and / or password in any format. If you must record them, keep them separate and safe in a place only you yourself can access;
- **SHOULD NOT** use personal information, in particular HKID card no., initials of your name or your school’s name as your password which could be easily deciphered;
- **SHOULD NOT** leave your computer unattended while updating information and / or programme choices; and
- **SHOULD NEVER** upload / update any information via embedded URLs in emails / websites. All information should only be uploaded / updated via your JUPAS account.

6.1 **Set your own login name**

You can **click “Check Availability”** to check whether your login name is available for use.

6.2 **Set your own password and enter again**

6.3 **Click “Continue”**

Please note that the creation of your JUPAS account has **NOT YET** completed at this stage.

**Note**

- **NO CHANGE** in login name once the JUPAS account is created
- Password is case sensitive and should contain 10 – 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.

7.1 **Upload** the following supporting documents:

1️⃣ Copy of your HKID Card
2️⃣ Copy of identity document you selected in **2.7**

Click “Browse”

7.2 **Retrieve** the relevant supporting document

7.3 Click “Continue” after uploading both supporting documents
8. **CONFIRM** Account Creation

8.1 **Check** all the information you have entered carefully

8.2 If you wish to update the information, *click* “Edit”

8.3 *Click* “Create Account”

8.4 Your JUPAS account has successfully been created
8.5 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**