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

Mandatory Application Procedures

Activate JUPAS Account and Apply for Admission

(Last updated on 6 October 2021)

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; and
4. **SUBMIT** programme choices.

After you have completed step 1 above, you are required to activate your JUPAS account and apply for admission. Then you can continue to complete **ALL** the remaining steps for the application procedures.

The JUPAS online application system **ONLY** supports single log-on. Please refrain from logging on your JUPAS account with multiple devices and browsers simultaneously to ensure data integrity.

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1. **ACTIVATE** JUPAS Account

Procedure (6 steps in total)

Step 1: After creation of your account, click **"Login"**.

Step 2: Log on your JUPAS account with your **Login Name** and **Password**.

Step 3: Stay on the page shown. **DO NOT** close it.

Step 4: Check for the Verification Code which has been sent to your registered email account by the JUPAS Office.
If you cannot find the Verification Code email, check the trash or junk bin of your email account.
If you do not receive the Verification Code, click **"Regenerate Verification Code"** and check your registered email account again. Use the latest one if you have regenerated the Verification Code more than once.
If you still cannot receive the Verification Code after clicking **"Regenerate Verification Code"** a few times, click **"Change Email Address"**. After entering a new email address twice and your password, click **"Submit"** and check your revised email account for Verification Code.

Step 5: Enter the Verification Code and click **"Submit"**.

Step 6: You have successfully activated your JUPAS account.

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2. **APPLY** for Admission

2.1 **APPLY** for Admission, for school applicants

If you are a current secondary school student, you are a school applicant.

Procedure (2 steps in total)

Step 1: Check whether the admissions exercise you are going to apply and your school name shown are correct or not.
Contact your school or the JUPAS Office if the information is incorrect.

Step 2: Click **"Continue"**.

If the name in English you entered is different from the one input by your school, you will be required to confirm you name. Please tick the box against the name as printed on your HKID card after you have checked the information shown. Then click **"Continue"** and **"OK"**.

2.2 **APPLY** for Admission, for non-school applicants

If you are not a current secondary school student, you are a non-school applicant.

Procedure (2 steps in total)

Step 1: Check whether the admissions exercise you are going to apply and your non-school applicant status shown are correct or not.
Contact the JUPAS Office if the information is incorrect.

Step 2: Click **"Continue"**.

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3. **CONFIRM** Declaration

Procedure (4 steps in total)

Step 1: Read "My Declaration" carefully.

Step 2: Tick the relevant boxes to indicate your agreement and consent.

Step 3: Click **"Confirm and Continue"** to confirm the declaration and continue with the application.

Step 4: You have successfully applied for the admissions exercise.
You can then pay the application fee and continue to complete **ALL** the remaining steps for the application procedures on or before the application deadline.

Please note that you **SHOULD** log out from the JUPAS online application system when you have finished using it.

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