Mandatory Application Procedures

Activate JUPAS Account and Apply for Admission

(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

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.
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

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
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 provided by your school, 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”
3. **CONFIRM Declaration**

Procedure (3 steps in total)

Step 1:  Read “My Declaration” carefully

Step 2:  Click “**Confirm and Continue**” to confirm you have read the declaration

Step 3:  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.