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

Application Procedures (Mandatory)

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.

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Note

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

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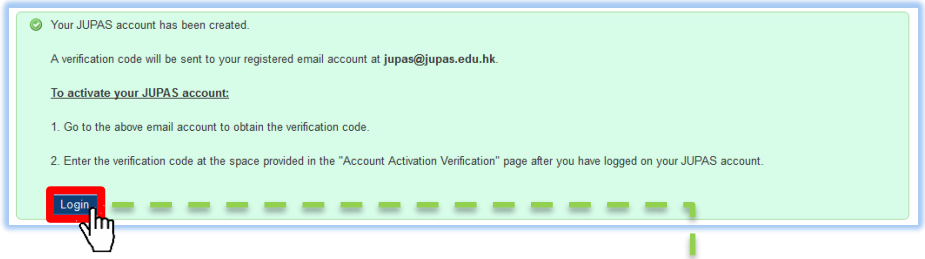
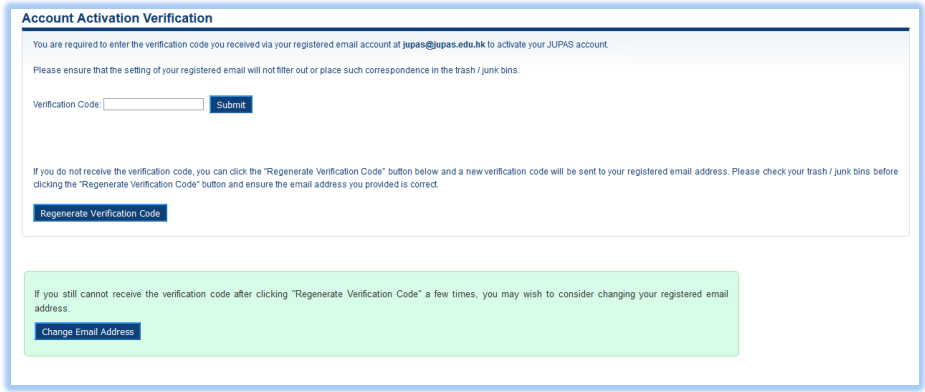
1. **ACTIVATE** JUPAS Account

1.1 After creation of your account, click **"Login"**.



1.2 Log on your JUPAS account with your **Login Name** and **Password**.

1.3 Stay on this page. **DO NOT** close it.



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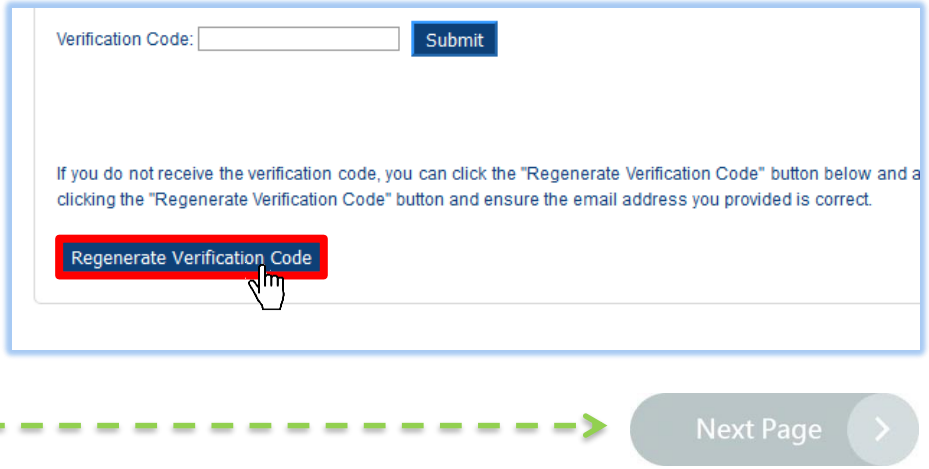
1.4 **Check** for the Verification Code which has been sent to your registered email account by the JUPAS Office.

Note

If you cannot find the Verification Code email, check the trash / junk bin of your email account.

1.5 If you do not receive the Verification Code:

- **Click "Regenerate Verification Code"**.
- **Check** your registered email account again.



Note

If you have regenerated the Verification Code more than once, use the latest one.

1.6 If you still cannot receive the Verification Code after clicking **"Regenerate Verification Code"** a few times:

- **Click "Change Email Address"**.
- **Enter** a new email address twice and your password.
- **Click "Submit"**.
- **Check** your revised email account for Verification Code.

1.7 **Enter** the Verification Code and **click "Submit"**.

1.8 You have successfully activated your JUPAS account.

2. **APPLY** for Admission

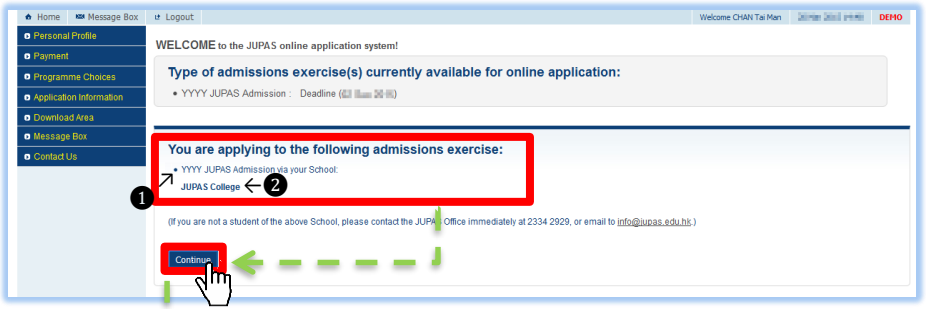
2.1 **APPLY** for Admission (for school applicants)

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

2.1.1 **Check** the following information:

❶ : Admissions exercise you are going to apply; and

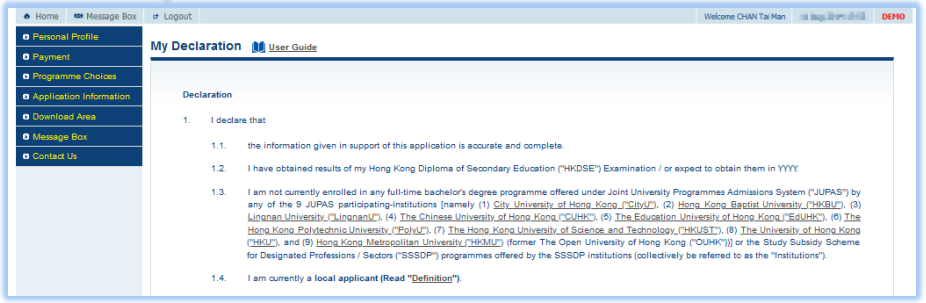
❷ : Your school name.



Note

Contact your school / the JUPAS Office if the information is incorrect.

2.1.2 **Click** **"Continue"**.

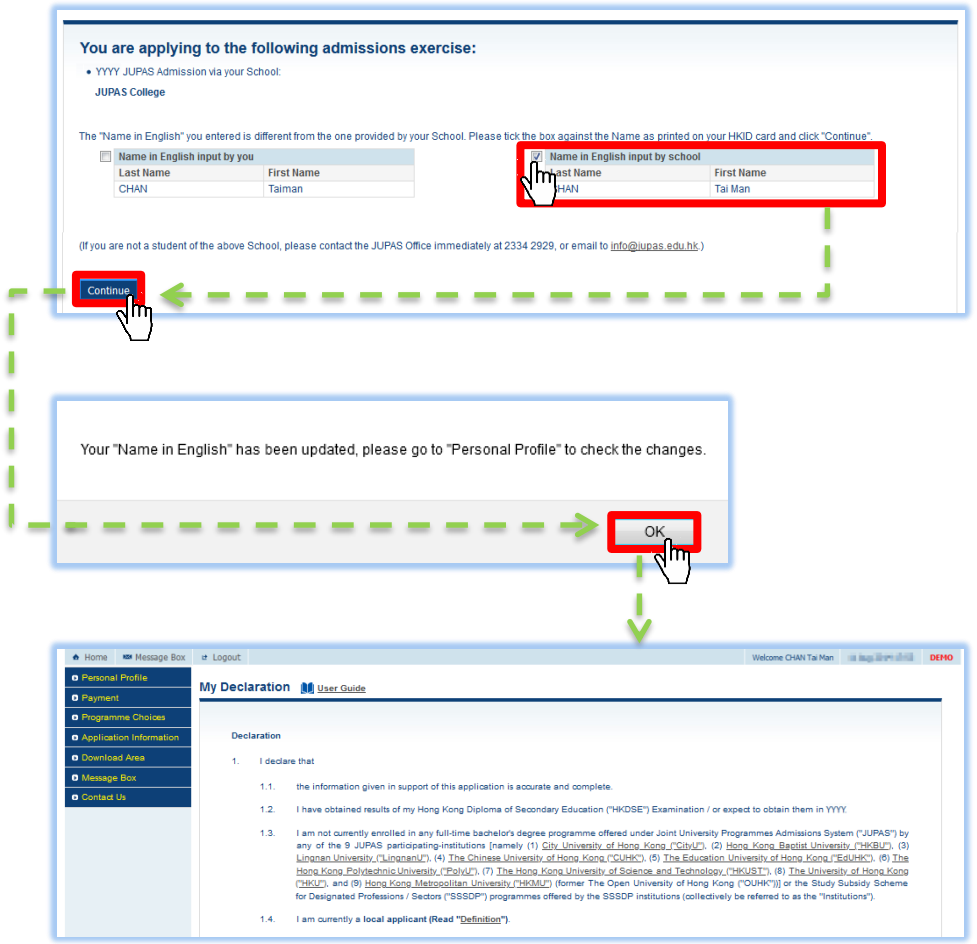


2.1.3 If the name in English you entered is different from the one input by your school, you will be required to confirm you name:

- "✔" the box against the name as printed on your HKID card.

- Click **"Continue"**.

- Click **"OK"**.



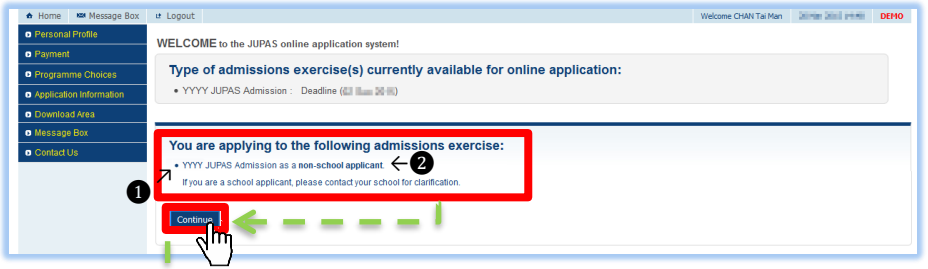
2.2 **APPLY** for Admission (for non-school applicants)

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

2.2.1 **Check** the following information:

❶ : Admissions exercise you are going to apply; and

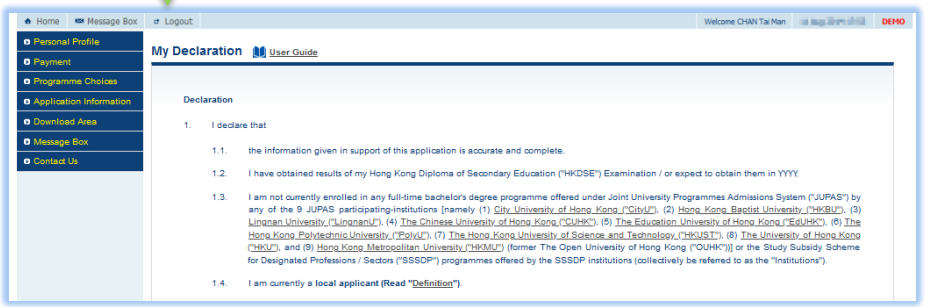
❷ : Your non-school applicant status.



Note

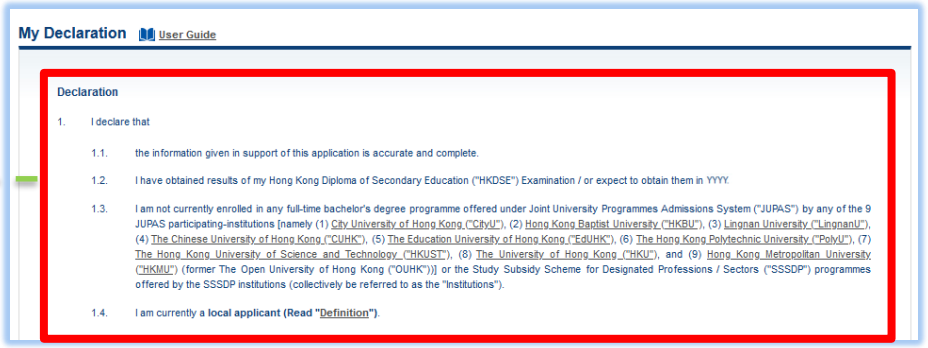
Contact the JUPAS Office if the information is incorrect.

2.2.2 **Click** **"Continue"**.



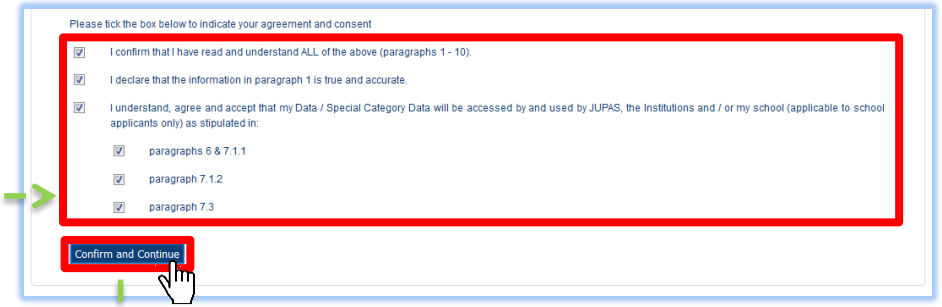
3. **CONFIRM** Declaration

3.1 **Read** "My Declaration" carefully.



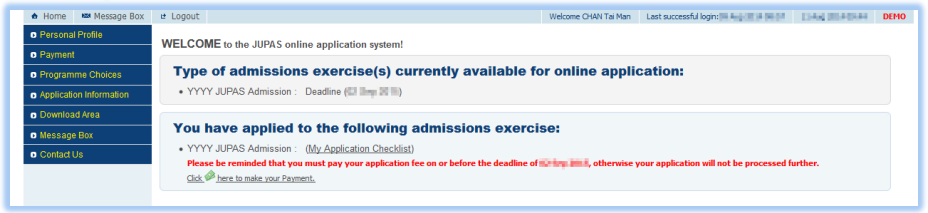
3.2 " ✔ " the relevant boxes to indicate your agreement and consent.

3.3 **Click "Confirm and Continue"** to confirm the declaration and continue with the application.



3.5 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.



Note

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

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