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

Application Procedures (Mandatory)

Activate JUPAS Account and Apply for Admission
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.
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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
1.4 **Check** for the Verification Code which has been sent to your registered email account

![Example Verification Code Email]

**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:

1: Admissions exercise you are going to apply
2: 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 provided by your school:

- “✔” 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:

1: Admissions exercise you are going to apply  
2: 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 **Click “Confirm and Continue”** to confirm you have read the declaration

3.3 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](#)

**Note**

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