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; 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.
CONTENTS

1. **ACTIVATE JUPAS Account**
   
2. **APPLY for Admission**
   
   2.1 **APPLY for Admission (for school applicants)**
   
   2.2 **APPLY for Admission (for non-school applicants)**
   
3. **CONFIRM Declaration**
   
---

**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.
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 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 your 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:

1. Admissions exercise you are going to apply; and
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 “✓” 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.