Mandatory Application Procedures

Submit Programme Choices
(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 steps 1 to 3 above, you can log on your JUPAS account to submit your programme choices.

You may select from a minimum of 1 to a maximum of 20 programme choices. There is no restriction on the number of degree, associate degree or higher diploma programme to be selected from the 9 JUPAS participating-institutions and the SSSDP institutions, as long as the total number of programme choices does not exceed 20.

You are required to list your programme choices in order of preference. The JUPAS iteration process is designed to assist you in obtaining the best offer possible according to your interests as represented by the order of your preferences and qualifications. It is therefore important that you select and prioritise your programme choices according to your true academic and career aspirations.

1. **GO TO “My DRAFT Programme Choices”**

Procedure (3 steps in total)

Step 1: Log on your JUPAS account and click “Programme Choices”

Step 2: Click “Edit Programme Choices”

Step 3: Click “OK”
2. **ADD New Programme Choices**

Procedure (5 steps in total)

**Step 1:** Click “Programme Catalogue”
- Please note that every time you click “Programme Catalogue”, your draft programme choices will be saved automatically.

**Step 2:** You have 2 ways to select the programmes you are interested in:
1. Click the number shown in the “Programme Catalogue” directly; or
2. Enter keywords or information related to the programmes in the “Programme Search” and click “Search for Programmes”.

**Step 3:** You will see the list of programmes you have selected on this page.
- If you wish to view the details of the respective programme, click the programme full title.

**Step 4:** Click “Add” button to add programmes to your “My DRAFT Programme Choices”.

**Step 5:** If you wish to search for more programmes, click “Back to Programme Catalogue” and repeat step 2 to 4 above.
- If you wish to view, re-order, delete, save or submit the programme choices you have selected, click “Proceed to My DRAFT Programme Choices”.

3. **RE-ORDER Programme Choices**

You can shift between 2 methods to re-order your programme choices:

1. Click “**Mouse**” button to use the mouse; or
2. Click “**Keyboard**” button to use the keyboard

3.1 **RE-ORDER by Mouse**

Procedure (2 steps in total)

Step 1: Drag and drop to move your programme choices upwards or downwards

Step 2: Place the programme choices at the priority you want

3.2 **RE-ORDER by Keyboard**

Procedure (1 step only)

Step 1: Select the priority in the drop-down menu to re-order the programme choices
4. **DELETE Programme Choices**

Procedure (1 step only)

Step 1: Click “Delete” buttons
5. **SAVE “My DRAFT Programme Choices”**

Procedure (2 steps in total)

Step 1: Click **“Save Draft”**

Step 2: Your DRAFT programme choices have now been temporarily saved

Click **“OK”** to continue

The process for submission of programme choices has **NOT YET** been completed at this stage

Please note that your saved DRAFT programme choices will **NOT** be automatically submitted to CONFIRMED programme choices.
6. **SUBMIT** to “My CONFIRMED Programme Choices”

You **MUST** submit your programme choices to “My CONFIRMED Programme Choices” for consideration by the 9 JUPAS participating-institutions and the SSSDP institutions. Otherwise your programme choices will only remain in “My DRAFT Programme Choices” and cannot be considered by the 9 JUPAS participating-institutions and the SSSDP institutions.

You are required to submit your programme choices on or before the application deadline. If you are a school applicant, your school may set an internal application deadline which may be earlier than that. You will not be able to update your programme choices after this internal application deadline and you need to contact your school teacher for further amendment when necessary.

If you fail to submit your programme choices on or before the JUPAS application deadline, you are required to pay an amendment fee of **HK$100** for submission of your programme choices within the specified period.

**Procedure (5 steps in total)**

Step 1: Check the programme choice list carefully
   Please ensure that you have selected the correct programmes you wish to choose. If you have mistakenly selected a programme which you do not wish to choose, you will be considered for admission to that programme

Step 2: Click “Continue”

Step 3: Click “OK”

Step 4: Type “Yes” in the box provided and click “Submit” to submit your programme choices
   If you wish to edit your programme choices, click “Cancel”

Step 5: Your CONFIRMED programme choices have successfully been submitted
7. **VIEW “My CONFIRMED Programme Choices”**

Procedure (4 steps in total)

Step 1: Log on your JUPAS account and click “Programme Choices”

Step 2: You can see your updated programme choices on this page

Step 3: If you wish to print a copy of this confirmation page for record, click “Print confirmation”
   In the event of any dispute or queries, the JUPAS Office will only accept this printed page as official evidence

Step 4: You can view your programme choices in 2 different modes:

   **VIEW by Band** (Institutions' View)
   Click “View by Band” to view your programme choices in the form of bands ranked in numerical order within each band; or

   **VIEW by Actual Priority**
   Click “View by Actual Priority” to view your programme choices in actual priority

Please note that your actual priority of programme choices is not made known to the 9 JUPAS participating-institutions and the SSSDP institutions until after the announcement of the Main Round offer results. They only have a general idea of how you rank your programme choices in the form of 5 bands.
8. **EDIT Programme Choices**

You can make further changes to your programme choices on or before the application deadline or internal application deadline.

If you wish to update your programme choices after the JUPAS application deadline, you are required to pay an amendment fee of **HK$100** for each submission within the specified period.

**Procedure (7 steps in total)**

**Step 1:** Click “EditText Programme Choices”

**Step 2:** Click “OK”

**Step 3:** Edit your programme choices in “My DRAFT Programme Choices”

**Step 4:** Click “Continue”

**Step 5:** Click “OK”

**Step 6:** Type “Yes” in the box provided and click “Submit” to submit your programme choices

**Step 7:** Your amended CONFIRMED programme choices have successfully been submitted

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