

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

Application Procedures (Mandatory)

Submit Programme Choices

(Last updated on 18 September 2019)

INTRODUCTION

If you are eligible and wish to apply for admission to the programmes offered under JUPAS, you should submit and complete your application via the JUPAS online application system on or before the application deadline.

You should complete **ALL** of the following steps for the submission of application:

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 should ensure that you select 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 those programmes.

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.

If you want to know more details about selection of programme choices, please visit <https://www.jupas.edu.hk/en/application-procedures-information/selection-amendment-of-programme-choices/selection-of-programme-choices/> at the JUPAS website.

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 "Program 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 / or 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 / or 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

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"**

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 form of 5 bands.

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 shift between 2 viewing modes:

1. Click "**View by Band**" to view your programme choices in the form of bands, ranked in numerical order within each band (institutions' view); or
2. Click "**View by Actual Priority**" to view your programme choices in actual priority

8. EDIT Programme Choices

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

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 "**Edit 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 your JUPAS account when you have finished using the JUPAS online application system.