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

Update Programme Choices before Release of HKDSE Examination Results

Submit Request for Updating of Programme Choices
(Last updated on 11 December 2020)

INTRODUCTION

You may update your programme choices before the release of the HKDSE Examination results during the specified period in any of the following options:

1. **REPLACE** a programme choice with another one or **ADD** new programmes to the original programme choice list, as long as the total number of programme choices does not exceed 20
2. **CHANGE** the preference order of the programme choices
3. **DELETE** programmes from the programme choice list

There is no restriction on the number of payment of amendment fee you can make or the number of time you can update your programme choices. After your payment of amendment fee of HK$100 has been processed, you can log on your JUPAS account to update and submit your programme choices.

**Updating or submission after the deadline will NOT be accepted.**

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

Procedure (4 steps in total)

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

Step 2: Click “Edit Programme Choices”

Step 3: Click “OK”

Step 4: You will see the number of submissions you can make on this page
2. **REPLACE** Selected Programme Choices or **ADD** New Programmes

You can replace a programme choice with another one or add new programmes to the original programme choice list, as long as the total number of programme choices does not exceed 20.

**Procedure (5 steps in total)**

**Step 1:** Click “Programme Catalogue” and then click “OK”  
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 your updated programme choices, 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. **RESTORE** Programme Choices from “My CONFIRMED Programme Choices”

Procedure (2 steps in total)

Step 1: Click “**Copy from My CONFIRMED Programme Choices**”

Step 2: Click “**OK**” to replace ALL your programme choices in “My DRAFT Programme Choices” from “My CONFIRMED Programme Choices”

Please note that ALL the changes you have made in “My DRAFT Programme Choices” will be lost and they will not be retrievable once you complete the process.

If you do not wish to restore the programme choices from “My CONFIRMED Programme Choices”, click “**Cancel**”
6. **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.
7. **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.

Procedure (5 steps in total)

Step 1: Check the updated 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 updated programme choices
   If you wish to edit your programme choices, click “Cancel”

Step 5: Your CONFIRMED programme choices have successfully been updated

Please note that if you wish to update your programme choices again within the specified period, you are required to pay an amendment fee of **HK$100** for each submission.
8. **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.
9. **RECEIVE** Confirmation Email and SMS

After successful updating of your programme choices, an email which contains your updated programme choices and SMS will be sent to you as a confirmation of your successful updating of your programme choices.

If you do not receive the notifications after completion of the relevant procedures, you should log on your JUPAS account again and check if your programme choices have successfully been updated.

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