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
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 / 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; and / or

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 / submission after the deadline will NOT be accepted.

If you want to know more details about updating of programme choices, please visit the sections of “Updating of Programme Choices (before Release of HKDSE Examination Results)” and “FAQ” at the JUPAS website.
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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. **GO TO** “My DRAFT Programme Choices”

1.1 Log on your JUPAS account and **click** “Programme Choices”.

1.2 **Click** “Edit Programme Choices”.

1.3 **Click** “OK”.

1.4 You will see the number of submission(s) you can make on this page.
2. **REPLACE Selected Programme Choices / ADD New Programmes**

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

2.1 ✰ Click “Programme Catalogue”.

2.2 ✰ Click “OK”.

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**Tips**

Every time you click “Programme Catalogue”, your draft programme choices will be saved automatically.

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2.3 You have 2 ways to select the programmes you are interested in:

**SEARCH by institutions**

1: ✰ Click the number shown in the “Programme Catalogue” directly; or

**SEARCH by keywords**

2: ✰ Enter keywords or information related to the programmes in the “Programme Search” and ✰ click “Search for Programmes”.

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2.4 You will see the list of programmes you have searched on this page.

2.5 If you wish to view the details of the respective programme, **click** the programme full title.

2.6 **Click** “" button to add programmes to your “My DRAFT Programme Choices”.

2.7 If you wish to search for other programmes:
   - **Click** “Back to Programme Catalogue”.
   - Repeat 2.3 – 2.6.

2.8 If you wish to view / **re-order** / **delete** / **save** / **submit** your updated programme choices you have selected, **click** “Proceed to My DRAFT Programme Choices”.

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3. **RE-ORDER Programme Choices**

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

1. **Click “↑↓”** button to use the mouse; or
2. **Click “←→”** button to use the keyboard.
3.1 **RE-ORDER** by Mouse

3.1.1 **Drag and drop** to move your programme choices upwards or downwards.

3.1.2 **Place** the programme choices at the priority you want.
3.2 **RE-ORDER** by Keyboard

3.2.1 Select the priority in the drop-down menu to re-order the programme choices.

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**Note**

The JUPAS online application system will automatically prioritise the programme choices based on the “JUPAS Catalogue No.” if the same priority number is used for more than one programme. Hence, the programme choices may **NOT** be in the order you intended.

You **MUST** check your programme choice list again before submission.
4. **DELETE** Programme Choices

4.1 ( المنتدى )Click “…” button(s).
5. **RESTORE** Programme Choices from “My CONFIRMED Programme Choices”

5.1 ✅ **Click** “Copy from My CONFIRMED Programme Choices”.

5.2 ✅ **Click** “OK” to replace ALL your programme choices in “My DRAFT Programme Choices” from “My CONFIRMED Programme Choices”.

⚠️ **Note**

Once you complete the process, **ALL** the changes you have made in “My DRAFT Programme Choices” will be lost and they will not be retrievable.

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

6.1 **Click “Save Draft”**.

6.2 Your DRAFT programme choices are successfully saved.

Please note that the process for submission of programme choices has **NOT YET** been completed at this stage.

**Click “OK” to continue.**

⚠️ **Note**

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 / or the SSSDP institutions (the Institutions). Otherwise your programme choices will only remain in “My DRAFT Programme Choices” and will **NOT** be considered by the Institutions.

7.1 **Check** the updated programme choice list carefully.

**Note**
Please ensure that you have selected the correct programme(s) 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.

7.2 **Click** “Continue”.

7.3 **Click** “OK”.
7.4 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”.

7.5 Your CONFIRMED programme choices have successfully been updated.

Note

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”**

8.1 Log on your JUPAS account and **click “Programme Choices”**.

8.2 You can see your updated programme choices on this page.

8.3 If you wish to print a copy of this confirmation page for record, **click “Print confirmation”**.

⚠️ **Note**

In the event of any dispute or queries, the JUPAS Office will only accept this printed page as official evidence.
8.4 You can view your programme choices in 2 different modes:

**VIEW by Band (Institutions’ View)**

1. **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**

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

**Note**

Your **actual priority of programme choices** is not made known to the 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, you will receive notifications of successful updating of your programme choices via email and SMS by the JUPAS Office.

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 and submitted.

9.1 An email which contains your updated programme choices and SMS will be sent to you by the JUPAS Office as a confirmation of your successful updating of your programme choices.

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**Note**

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