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

Modify Programme Choices (after Release of HKDSE Examination Results)

Submit Request for Modification of Programme Choices
(Last updated on 23 June 2021)

INTRODUCTION

You may modify your programme choices WITHIN YOUR ALLOCATED TIME-SLOT within the 3 days following the release of the HKDSE Examination results in any of the following options:

1. REPLACE up to 5 programme choices on the programme choice list with new programmes; or ADD a maximum of 5 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
3. DELETE programmes from the programme choice list.

Within the allocated time-slot, you can modify your programme choices only ONCE free of charge. You should log on your JUPAS account as from the specified date to check the time-slot allocated to you for modification of programme choices.

1. **CONFIRM** Declaration and **GO TO** “My DRAFT Programme Choices”

You can modify your programme choices **only ONCE free of charge within your own allocated time-slot.** Please note that the JUPAS online application system will be closed temporarily during 3:00 am to 6:00 am daily for system maintenance.

Procedure (4 steps in total)

Step 1: After logging on your JUPAS account, you will see the procedures for modification of your programme choices on this page. Read the procedures carefully.

Step 2: Click **“Continue”** to proceed.

Step 3: Read the agreement carefully.

Step 4: Click **“Confirm and Continue”** to confirm you have read them and proceed to “My DRAFT Programme Choices” page.
2. **REPLACE** Selected Programme Choices or **ADD** New Programmes

You can replace up to 5 programme choices on the programme choice list with new programmes or add a maximum of 5 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 search the programmes you are interested in:

1. Click the number shown in the “Programme Catalogue” directly to search by institutions; or
2. Enter keywords or information related to the programmes in the “Program Search” and click “Search for Programmes” to search by keywords.

Step 3: You will see the list of programmes you have searched 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 other programmes, click “Back to Programme Catalogue” and repeat step 2 to 4 above.

If you wish to view, re-order, delete or submit your modified programme choices, 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 “**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.

Please note that the JUPAS online application system will automatically prioritise the programme choices based on the “JUPAS Catalogue Number” 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

Procedure (1 step only)

Step 1: Click “Delete” buttons.
5. **RESTORE** Programme Choices as at the Deadline for Updating of Programme Choices

Procedure (2 steps in total)

Step 1: Click “To restore programme choices as at the deadline for updating of programme choices”.

Step 2: Click “OK” to restore your programme choice list as at the deadline for updating of programme choices.

Please note that 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 as at the deadline for updating of programme choices, click “Cancel”.
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 **within your own allocated time-slot**. 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 modified 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 modified programme choices.

   If you wish to edit your programme choices, click “Cancel”.

**Step 5:** Your **CONFIRMED** programme choices have successfully been modified.

Please contact the JUPAS Office via phone within the specified period if late submission or further modification is required.
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 modified 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:
   1. Click “View by Band” to view your programme choices in the form of bands ranked in numerical order within each band, which is the institutions’ view; or
   2. 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. **RECEIVE** Confirmation Email and SMS

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

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