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

Personal Profile

Update Personal Information
INTRODUCTION

Your personal information provided to the JUPAS Office is collected for processing your application for admission to the programmes offered by the 9 JUPAS participating-institutions and the SSSDP institutions (the Institutions). In this regard, your personal information may be used to enable JUPAS and the Institutions to:

1. process and consider your application;
2. obtain your HKDSE Examination results (past and / or current) from the Hong Kong Examinations and Assessment Authority (HKEAA);
3. obtain information about your candidature for public examinations and studies in institutions in Hong Kong and elsewhere from the relevant institutions where necessary;
4. identify multiple applications, check records of your studies as a student in any of the JUPAS participating-institutions and / or the SSSDP institutions, etc. in relation to your application via JUPAS; and
5. contact you in connection with activities and information related to your application for admission.

The JUPAS Office will, where practicable, take steps to ensure that the personal data maintained on you are accurate, but you should note that responsibility to update your personal data rests with you. You can log on your JUPAS account to enquire, update and print a copy of your personal data.

If you want to know more details about personal information, please visit the sections of "Personal Profile" and "Personal Data Protection" 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. **VIEW** Personal Information

1.1 Log on your JUPAS account and **click** “Personal Profile”.

1.2 You will see your personal information on this page.
2. **REQUEST** for Change of Personal Information

You can check the updated personal information 2 working days after the request and all the necessary supporting documents are received by the JUPAS Office. Please note that the personal information you have entered may be amended by the JUPAS Office according to the information contained in the supporting documents submitted without further notice.

2.1 **AMEND** Personal Information

2.1.1 **Click** “Request for Change of Personal Information”.

2.1.2 **Read** the agreement carefully and **click** “Continue” to confirm you have read them.
2.1.3 "✓" and update the information you wish to amend, including:

1: Name in English;
2: Name in Chinese;
3: Sex;
4: HKID Card No.;
5: Symbols on your HKID Card; and/or
6: Date of Birth.

2.1.4 Click “Continue”.

2.1.5 You will see your personal information you wish to update here.

Note
The personal information must be identical to the information printed on your HKID card.
2.2 **UPLOAD Supporting Document**

All requests must be submitted together with a copy of your HKID card. If you request for a change of English / Chinese name **AND** you have undergone an official name change, a copy of Deed Poll is also required.

2.2.1 If you wish to update your name in English / Chinese:

- **Select** whether you have a Deed Poll regarding your name change.

- **Click** “Browse” to upload a copy of Deed Poll if you have one.

- **Retrieve** the copy of your Deed Poll.

The file **MUST** be in PDF, JPG / JPEG or PNG format with a maximum file size of 4MB.
2.2.2 **Click “Browse”** to upload a copy of your HKID card.

2.2.3 **Retrieve** the copy of your HKID card.

The file **MUST** be in PDF, JPG / JPEG or PNG format with a maximum file size of 4MB.
2.3 **COMPLETE Request for Change of Personal Information**

2.3.1 **Enter** your password and the security code shown.

If you cannot view the security code clearly, you can click:

1. “Display another Security Code” to display a new one; or
2. “download audio” to listen to the security code.

2.3.2 **Click** “Submit”.

2.3.3 Your request for change of personal information has successfully been submitted.

JUPAS Office may contact you for further supporting documents if necessary.

### Note

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