INTRODUCTION

You can submit Other Academic Results (Language Subjects) contained in the list at https://www.jupas.edu.hk/en/application-procedures-information/application-information/other-academic-results-language-subjects#list_oar via your JUPAS account. Please note that the following will NOT be accepted:

1. “equivalent” qualifications;
2. qualifications not on the list;
3. online results or reports; and
4. provisional results.

The final decision on admission will be subject to the authentication of the qualifications as listed in your application. You may be requested to produce the original copies of the supporting documents when required. If you fail to do so, your JUPAS application may be disqualified, or the 9 JUPAS participating-institutions and the SSSDP institutions may withdraw or amend your offer, or cancel your registration or enrolment, or terminate your study.

Submission, further amendment or verification after the respective deadlines will NOT be accepted.

The JUPAS online application system **ONLY** supports single log-on. Please refrain from logging on your JUPAS account with multiple devices and browsers simultaneously to ensure data integrity.
1. **GO TO “Other Academic Results (Language Subjects)” User Interface**

Procedure (2 steps in total)

Step 1: Log on your JUPAS account and click “Application Information”.

Step 2: Click “Other Academic Results (Language Subjects)”.
2. **ENTER Other Academic Results (Language Subjects)**

You are required to enter **only the highest level or score attained** for each qualification with a **maximum of 10 entries**.

Procedure (7 steps in total)

Step 1: Click “Edit”.

Step 2: Click the “Add” button to add a new examination record.

Step 3: Enter the required information.

Step 4: Click the relevant “Add” button to add a language subject under that examination.

Step 5: Enter the required information.
   Please note that the qualification entered must be **identical** to the information printed on your certificates.

Step 6: Click “Submit”.

Step 7: Your Other Academic Results (Language Subjects) has successfully been submitted.
3. **EDIT** Other Academic Results (Language Subjects)

Procedure (4 steps in total)

Step 1: Click “Edit”.

Step 2: Amend the information.

Step 3: Click “Submit”.

Step 4: The amended Other Academic Results (Language Subjects) has successfully been submitted.
4. **DELETE** Other Academic Results (Language Subjects)

Procedure (4 steps in total)

Step 1: Click “Edit”.

Step 2: Click the appropriate “Delete” button.

Step 3: Click “Submit”.

Step 4: The Other Academic Results (Language Subjects) has successfully been removed.
5. **CHECK Verification Status**

Other Academic Results (Language Subjects) entered must be verified on or before the specified deadline. Please refer to [https://www.jupas.edu.hk/en/application-procedures-information/application-information/other-academic-results-language-subjects/#verification](https://www.jupas.edu.hk/en/application-procedures-information/application-information/other-academic-results-language-subjects/#verification) for details.

The qualifications you have entered may be amended according to the information contained in the supporting documents submitted to the JUPAS Office without further notice.

You can check the updated verification status and the amended information, if any, once the qualifications have been verified by your school or 2 working days after the supporting documents are received by the JUPAS Office.

**Procedure (3 steps in total)**

**Step 1:** Log on your JUPAS account and click “Application Information”.

**Step 2:** Click “**Other Academic Results (Language Subjects)**”.

**Step 3:** If the document has been verified, “Yes” will be shown under the column “Document Verified”.

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