

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

## Application Information

### Enter Music Qualifications and Check Verification Status

(Last updated on 6 October 2021)

#### **INTRODUCTION**

You can submit Music Qualifications contained in the list at [https://www.jupas.edu.hk/en/application-procedures-information/application-information/music-qualifications#list\\_mq](https://www.jupas.edu.hk/en/application-procedures-information/application-information/music-qualifications#list_mq) 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.**

If you want to know more details about Music Qualifications, please visit <https://www.jupas.edu.hk/en/application-procedures-information/application-information/music-qualifications/> and <https://www.jupas.edu.hk/en/faq/about-jupas/music-qualifications/> at the JUPAS website.

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** "Music Qualifications" User Interface

Procedure (2 steps in total)

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

Step 2: Click "**Music Qualifications**".

## 2. ENTER Music Qualifications

You are required to enter **only the highest level or score attained** for each qualification with a **maximum of 5 entries**.

Procedure (5 steps in total)

Step 1: Click "**Edit**".

Step 2: Click the appropriate "**Add**" button to add a new record under Western Music or Chinese Music.

Step 3: Enter all the required information.

Please note that the qualification entered must be **identical** to the information printed on your certificates.

Step 4: Click "**Submit**".

Step 5: Your Music Qualifications has successfully been submitted.

### 3. EDIT Music Qualifications

Procedure (4 steps in total)

Step 1: Click "**Edit**".

Step 2: Amend the information.

Step 3: Click "**Submit**".

Step 4: The amended Music Qualifications has successfully been submitted.

#### 4. **DELETE** Music Qualifications

Procedure (4 steps in total)

Step 1: Click "**Edit**".

Step 2: Click the appropriate "**Delete**" button.

Step 3: Click "**Submit**".

Step 4: The Music Qualifications has successfully been removed.

## 5. **CHECK** Verification Status

Music qualifications entered must be verified on or before the specified deadline. Please refer to <https://www.jupas.edu.hk/en/application-procedures-information/application-information/music-qualifications/#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 "**Music Qualifications**".

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.