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 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. Additionally, if you are not able to produce the original copies of supporting documents when required, 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/
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 can enter a maximum of 5 entries of western and / or Chinese music qualifications. You are required to enter **only the highest level or score attained** for each qualification.

**Procedure (5 steps in total)**

**Step 1:** Click “**Edit**”

**Step 2:** Click the appropriate “**Add**” button to add a new record under Western Music and / 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](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 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 your JUPAS account when you have finished using the JUPAS online application system.