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

Application Information

Enter Music Qualifications and Check Verification Status
INTRODUCTION

You can submit Music Qualifications contained in the list 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 / 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 / enrolment, or terminate your study.

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

If you want to know more details about Music Qualifications, please visit the sections of “Music Qualifications” and “FAQ” 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. **GO TO** “Music Qualifications” User Interface

1.1 Log on your JUPAS account and **click** “Application Information”.

1.2 **Click** “Music Qualifications”.

![Image of the user interface](image-url)
2. **ENTER Music Qualifications**

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

2.1 **Click** “Edit”.

2.2 **Click** the appropriate “➕” button to add a new record under:

1. : Western Music; and / or

2.3 **Enter** all the required information.

2.4 **Click** “Submit”.

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**Note**

The qualification entered must be **identical** to the information printed on your certificate(s).
2.5 Your Music Qualifications has successfully been submitted.
3. **EDIT** Music Qualifications

3.1 **Click** “Edit”.

3.2 **Amend** the information.

3.3 **Click** “Submit”.

3.4 The amended Music Qualifications has successfully been submitted.
4. **DELETE** Music Qualifications

4.1 ▶️ **Click** “Edit”.

4.2 ▶️ **Click** the appropriate “□” button.

4.3 ▶️ **Click** “Submit”.

4.4 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 the section of “Submission and Verification of Supporting Documents for Music Qualifications” for details.

The qualification(s) you have entered may be amended according to the information contained in the supporting document(s) submitted to the JUPAS Office without further notice.

You can check the updated verification status and the amended information, if any, once the qualification(s) has / have been verified by your school / 2 working days after the supporting document(s) is / are received by the JUPAS Office.

5.1 **Go To “Music Qualifications” User Interface.**

5.2 If the document has been verified, “Yes” will be shown under the column “Document Verified”.

![Image of verification status](image.png)

**Note**

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