

**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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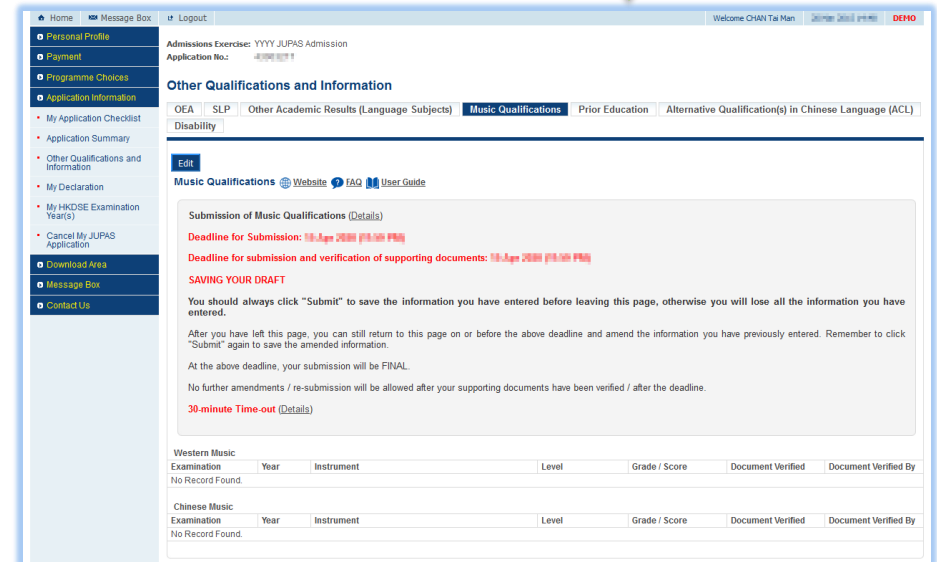
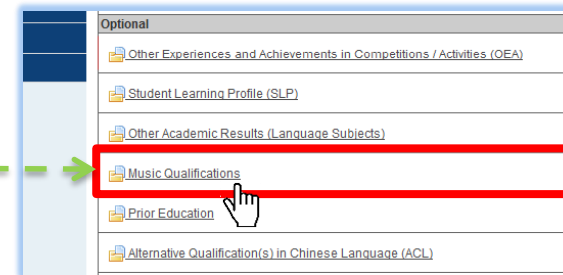
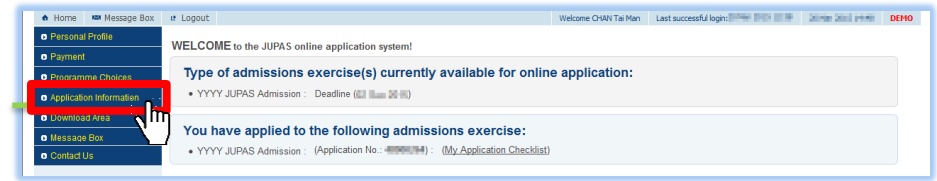
### **Note**

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”**.

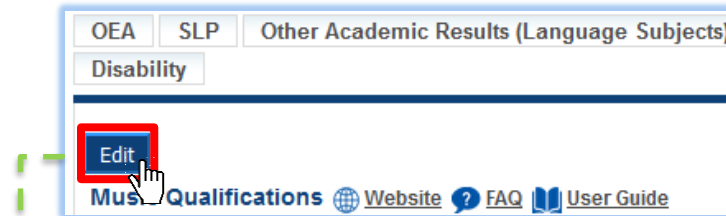
1.2 **Click “Music Qualifications”**.



## 2. ENTER Music Qualifications

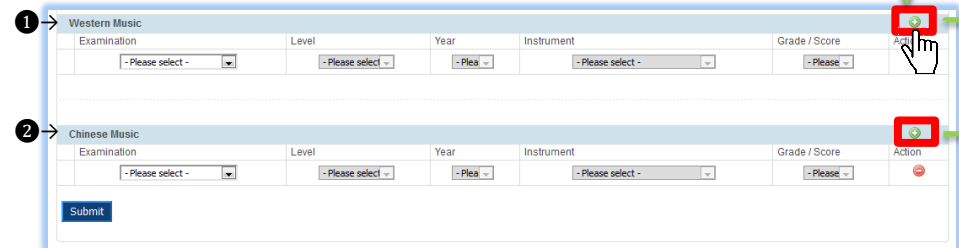
You are required to enter **only the highest level / score attained** for each qualification with a **maximum of 5 entries**.

2.1 Click "Edit".

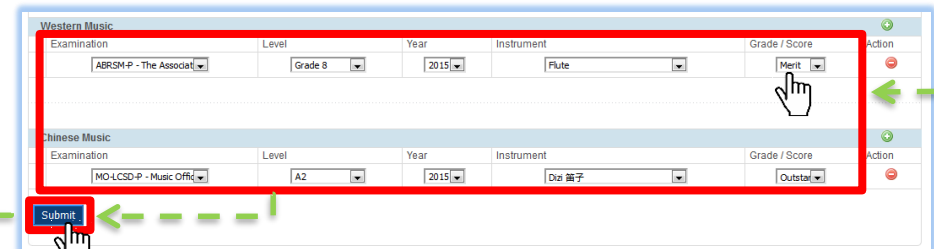


2.2 Click the appropriate "+" button to add a new record under:

- ① : Western Music; and / or
- ② : Chinese Music.



2.3 Enter all the required information.



2.4 Click "Submit".




### Note

The qualification entered must be **identical** to the information printed on your certificate(s).

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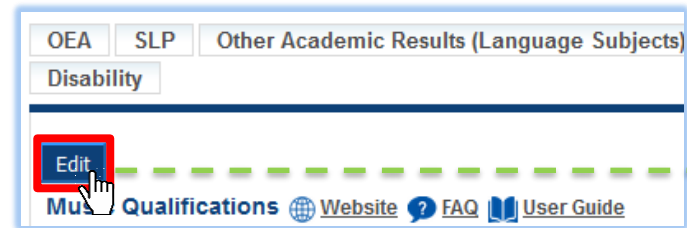
2.5 Your Music Qualifications has successfully been submitted.

✔ 'Music Qualifications' has successfully been submitted.

Western Music						
Examination	Year	Instrument	Level	Grade / Score	Document Verified	Document Verified By
ABRSM-P	2015	Flute	Grade 8	Merit	No	-
Chinese Music						
Examination	Year	Instrument	Level	Grade / Score	Document Verified	Document Verified By
MO-LCSD-P	2015	笛子	A2	Outstanding 优秀	No	-

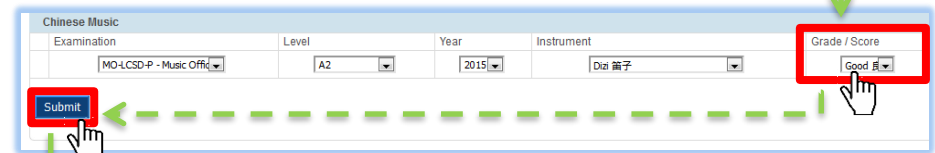
### 3. EDIT Music Qualifications

3.1 Click "Edit".



3.2 Amend the information.

3.3 Click "Submit".



3.4 The amended Music Qualifications has successfully been submitted.



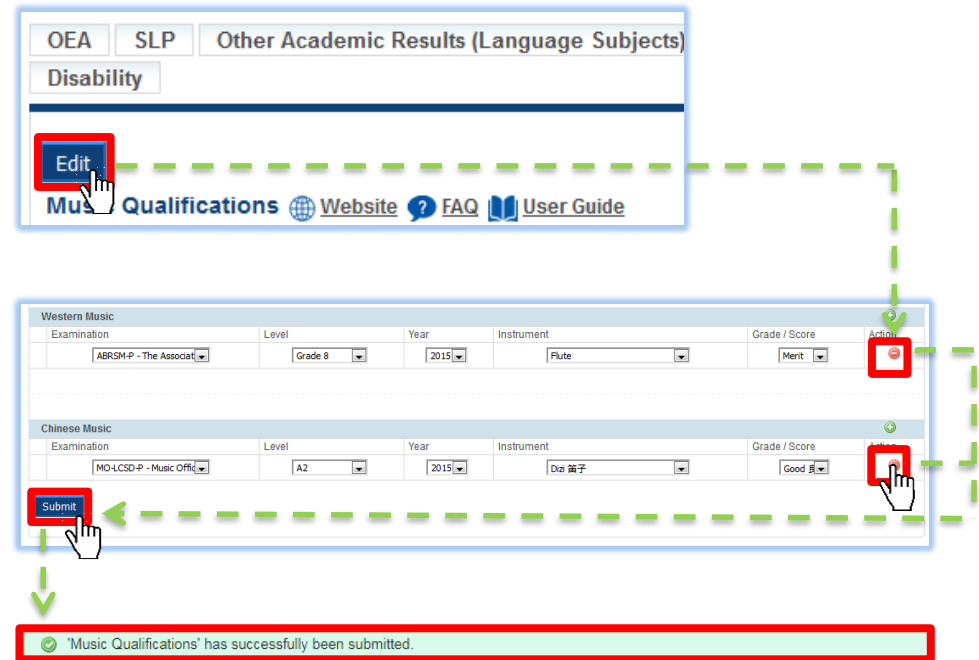
#### 4. DELETE Music Qualifications

4.1 Click "Edit".

4.2 Click the appropriate "🗑️" button.

4.3 Click "Submit".

4.4 The Music Qualifications has successfully been removed.



OEA SLP Other Academic Results (Language Subjects)

Disability

Edit

Music Qualifications Website FAQ User Guide

Western Music					
Examination	Level	Year	Instrument	Grade / Score	Action
ABRSM-P - The Associat	Grade 8	2015	Flute	Ment	🗑️

Chinese Music					
Examination	Level	Year	Instrument	Grade / Score	Action
MO-LCSD-P - Music Offic	A2	2015	笛 箫子	Good	🗑️

Submit

🗑️ "Music Qualifications" has successfully been submitted.



## 5. CHECK Verification Status

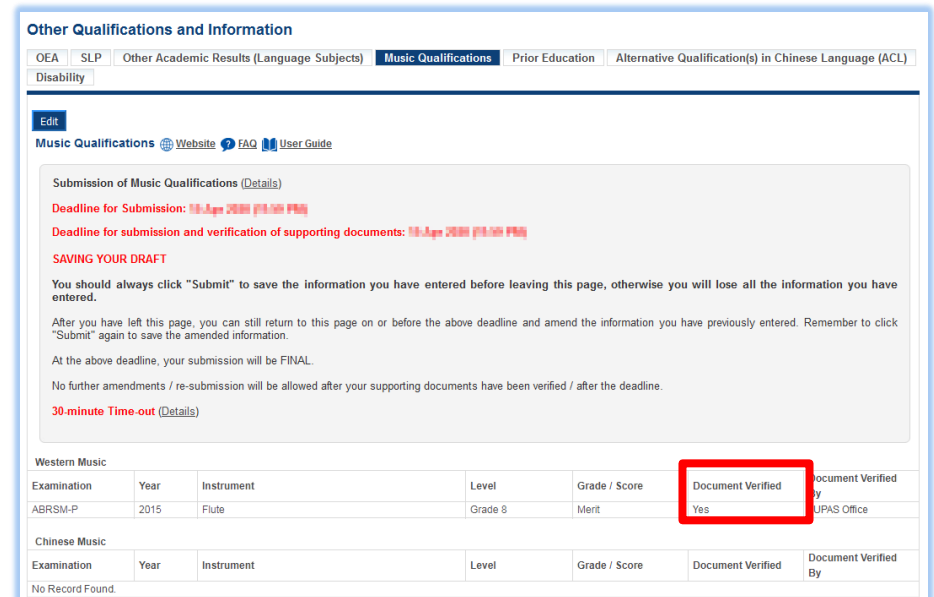
Music qualifications entered must be verified on or before the [specified deadline](#). Please refer to the section of [“Submission and Verification of Supporting Documents for Music Qualifications”](#) for details.

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”.



**Other Qualifications and Information**

OEA | SLP | Other Academic Results (Language Subjects) | **Music Qualifications** | Prior Education | Alternative Qualification(s) in Chinese Language (ACL)

Disability

Edit

Music Qualifications Website FAQ User Guide

Submission of Music Qualifications (Details)

Deadline for Submission: 18-Apr-2020 11:59 PM

Deadline for submission and verification of supporting documents: 18-Apr-2020 11:59 PM

**SAVING YOUR DRAFT**

You should always click "Submit" to save the information you have entered before leaving this page, otherwise you will lose all the information you have entered.

After you have left this page, you can still return to this page on or before the above deadline and amend the information you have previously entered. Remember to click "Submit" again to save the amended information.

At the above deadline, your submission will be FINAL.

No further amendments / re-submission will be allowed after your supporting documents have been verified / after the deadline.

30 minute Time-out (Details)

Western Music					
Examination	Year	Instrument	Level	Grade / Score	Document Verified
ABRSM-P	2015	Flute	Grade 8	Merit	Yes

Chinese Music					
Examination	Year	Instrument	Level	Grade / Score	Document Verified
No Record Found.					



### Note

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

