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

Application Information

Enter Disability Information and Check Eligibility for Special Consideration
INTRODUCTION

If you are an applicant with the types of disabilities as listed below:

1. attention deficit / hyperactivity disorder; 2. autism;
3. hearing impairment; 4. intellectual disability;
5. mental illness; 6. physical disability;
7. specific learning difficulties; 8. speech impairment;

You may submit details of your disabilities and upload supporting documents via your JUPAS account for consideration by the 9 JUPAS participating-institutions and the SSSDP institutions.

Whether or not you wish to declare and submit information in relation to your disabilities, you are advised to discuss your case with the 9 JUPAS participating-institutions and the SSSDP institutions concerned to find out details of facilities available for the disabled, so that you could avoid programmes where your disabilities could hamper your study progress.

If you want to know more details about applicants with disabilities, please visit the sections of "Applicants with Disabilities" 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** “Disability” User Interface

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

1.2 **Click** “Disability”.
2. **ENTER Disability Information**

2.1 **ADD Disability Information**

2.1.1 **Read** the declaration carefully.

2.1.2 **Click “Confirm and Continue”** to confirm you have read the declaration.
2.1.3 **Click** the “**●**” button.

2.1.4 **Select** type of disability and degree of impairment (if applicable).

2.1.5 **Enter** additional information in the “Description” box (optional).
2.2 **UPLOAD Supporting Document**

Supporting document(s) which specify(ies) the type(s) of your disability(ies) and the degree of severity (if applicable) should be uploaded. If there are multiple supporting documents for uploading, combine them into 1 single file with complete and clear contents.

The supporting document(s) to be uploaded **MUST** be in PDF format with a maximum file size of 3MB.

2.2.1 **Click “Browse”**.

2.2.2 **Retrieve** the relevant supporting document file.

**Tips**

Please refer to “Requirements on Supporting Documents” for more details.
2.3 **SUBMIT** Disability Information and Supporting Document

2.3.1 Click “Submit”.

2.3.2 Your disability information and supporting document have successfully been submitted.

You can click the file name to view the file you have uploaded.
2.4 **EDIT** Disability Information

2.4.1 *Click* “Edit”.

2.4.2 *Amend* the information.

2.4.3 *Click* “Submit”.

2.4.4 The amended disability information has successfully been submitted.
2.5 **DELETE** Disability Information

2.5.1 **Click** “Edit”.

2.5.2 **Click** the appropriate “” button.

2.5.3 **Click** “Submit”.

2.5.4 The disability information has successfully been removed.
2.6 **RE-UPLOAD Supporting Document**

2.6.1 **Click** “Edit”.

2.6.2 **Repeat** 2.2 – 2.3.

Note: The newly uploaded file will replace the previous one.
3. **CHECK Eligibility for Special Consideration**

Based on the information you have submitted, the JUPAS Office will, in consultation with the Commissioner for Rehabilitation of the Labour and Welfare Bureau, decide whether you can be given special considerations under this category.

The information you have entered may be amended by the JUPAS Office according to the feedback from the Commissioner without further notice.

After receiving the feedback from the Commissioner, the JUPAS Office will inform you by email. Then you can check the eligibility status and the amended information, if any.

3.1 **Go To “Disability” User Interface.**

3.2 If you are eligible for special consideration, “Yes” will be shown under the column “Eligibility Confirmed”.

![Image of the "Disability" user interface]

**Note**

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