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  
9. Visceral disability / chronic illness  
10. Visual 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.

Submission / further amendment after the **deadline** may NOT be accepted.

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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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 “**C**” 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 specifies 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

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**Tips**

*Requirements on supporting documents*
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 ᵉClick “Edit”

2.5.2 ᵉClick the appropriate “” button

2.5.3 ᵉClick “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**

The JUPAS Office will consult the Commissioner for Rehabilitation of the Labour and Welfare Bureau in relation to your disabilities and decide whether you can be given special consideration 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.

You can check the eligibility status and amended information, if any, 2 working days after the feedback from the Commissioner are received by the JUPAS Office.

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”

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**Note**

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