INTRODUCTION

If you wish to cancel your JUPAS application, you **MUST** submit your request via your JUPAS account. Any fees paid will not be refunded or transferred to another year or other application.

If you are certain that you will decline your Main Round offers, for example, for the reason of studying abroad, you should cancel your JUPAS application such that the offer, if any, you might receive in the Main Round could be given to other eligible applicants.

Submission after the deadline will **NOT** be accepted.

1. **GO TO “Cancel My JUPAS Application” User Interface**

   **Procedure (2 steps in total)**

   **Step 1:** Log on your JUPAS account and click **“Application Information”**

   **Step 2:** Click **“Cancel My JUPAS Application”**
2. **SUBMIT Request for Cancellation**

Procedure (6 steps in total)

Step 1: Read the agreement carefully and tick all boxes to confirm you have read them.

Step 2: Select a reason for cancellation of your JUPAS application.

Step 3: Click “Go to STEP 2”

Step 4: Read the agreement again and check the reason for cancellation carefully.

Step 5: Tick the box provided.

Step 6: Click “Go to STEP 3”
3. **ENTER Password and Security Code**

Procedure (2 steps in total)

Step 1: Enter your password and the security code shown

If you cannot view the security code clearly, you can click “Display another Security Code” to display a new one; or “download audio” to listen to the security code.

Step 2: Click “Continue”
4. **CONFIRM Request for Cancellation**

Once the process for cancellation of the JUPAS application is completed, you will no longer be able to access your JUPAS application information. Any fees paid will not be refunded or transferred to another year or other application.

**Procedure (2 steps in total)**

**Step 1:** Click “Yes”

**Step 2:** Your request for cancellation of your JUPAS application has been completed
   An email confirmation will be sent to your registered email address within 5 working days from the day your cancellation request is completed

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