INTRODUCTION

After your past HKDSE Examination results and / or your current HKDSE Examination entries have been obtained from the HKEAA, you should log on your JUPAS account to confirm whether the HKDSE Examination years obtained by the JUPAS Office, the 9 JUPAS participating-institutions and the SSSDP institutions is correct. If you fail to do so, you will not be able to access your application information.

Please note that if you have used different identity documents to register for different sittings in the HKDSE Examination and should you fail to indicate in your JUPAS account, the JUPAS Office, the 9 JUPAS participating-institutions and the SSSDP institutions will NOT be able to obtain ALL your past and / or current HKDSE Examination results from the HKEAA. In such case, your application may be disadvantaged, since the 9 JUPAS participating-institutions and the SSSDP institutions would not be able to review all your HKDSE Examination results.
1. **VIEW My HKDSE Examination Years**

**Procedure (2 steps in total)**

Step 1: After logging on your JUPAS account, you will see all the years of HKDSE Examination you have sat and / or your current HKDSE Examination you will be sitting

Step 2: Check the record carefully to ensure it is correct
2. **CONFIRM** My HKDSE Examination Years

**Procedure (3 steps in total)**

Step 1: If the record is correct, choose “Yes”

Step 2: Click “Submit”

Step 3: Your HKDSE Examination Years have successfully been confirmed
3. **REPORT** Missing HKDSE Examination Years (if applicable)

Procedure (5 steps in total)

Step 1: If the record does not show **ALL** the years of HKDSE Examination you have sat, choose “No”

Step 2: Select whether you have used identity documents other than HKID (such as passport) to register for different sittings in HKDSE Examination

Step 3: Click the “Add” button to add the missing HKDSE Examination years you have obtained and / or will be obtained

Step 4: Click “Submit”

Step 5: Your missing HKDSE Examination Years have successfully been reported

Please note that you must contact the JUPAS Office **IMMEDIATELY** regarding your missing HKDSE Examination entries. Otherwise, your application may be disadvantaged, since the 9 JUPAS participating-institutions and the SSSDP institutions would not be able to review all your HKDSE Examination results.
4. **REVIEW** Confirmed HKDSE Examination Years

Procedure (3 steps in total)

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

Step 2: Click “**My HKDSE Examination Years**”

Step 3: You will see the years of HKDSE Examination results the JUPAS Office, the 9 JUPAS participating-institutions and the SSSDP institutions obtained and / or to be obtained from the HKEAA on this page

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