Checklist for New Students Performing Programme Registration (2017-18)

Step 1: Check Main Round offer results from 9:00 a.m., 7 August.

Step 2: Confirm acceptance by paying the fee of HK$5,000 to JUPAS Office by 5:00 p.m., 8 August.

Access the JUPAS website (http://www.jupas.edu.hk) to complete Steps 1 and 2.

Step 3: Check offer details and registration procedures from the online Notice of Offer via eAdmission (http://www.polyu.edu.hk/admission).
- "Account name" = your JUPAS application number
- "Password" = your HKID card number including alphabets and digit/alphabet in bracket (case sensitive) or passport number

Step 4: Update information on emergency contact and upload your recent coloured photo for preparation of your PolyU student identity card. The photo requirements are:
- file size: 200-600KB
- image type: JPEG
- must be taken full face and without a hat
- should have a plain, light-coloured background
- acceptable dimension:
  - captured by scanner (scanner quality in 600dpi) – photo size: 40mm (W) x 50mm (H)
  - captured by digital camera – image size: 1200 pixel (W) x 1600 pixel (H)

Step 5: Perform programme registration online according to the date and time specified in the online Notice of Offer via eAdmission.

Step 6: Complete two online surveys.

Step 7: Read carefully the “Important Notes for Registered Students” via eAdmission and complete the necessary actions without delay.

Step 8: Settle the remaining amount of tuition fee for Semester 1 of 2017-18 by the payment deadline specified in the online Notice of Offer. If you fail to settle the fees by the specified date, you will be considered as having given up your study place at PolyU which will be filled by another applicant immediately.

If you encounter any difficulties in performing the programme registration online, please contact our Academic Secretariat by phone at (852) 2333 0600 during office hours or by email at asregadm@polyu.edu.hk for assistance.