

Cover Page Instructions

Each PDF submission must begin with a cover page that includes the following elements:

- 1- **Full Name of Applicant:** Ensure this matches the name on your HKID or valid passport.
- 2- **Application Number:** Include your **9-digit application number**.
- 3- **Portfolio identification:** **Number_lastname (in lowercase)**

Example: 123456789_chan

- 4- **Self-Declaration Box:** Please “tick” in the box and put a statement indicating that all work submitted is genuine. This should be included as follows:

☒ I hereby declare that all the artworks submitted are my original work and have not been plagiarized.

☐ I confirm that the above statement is true.

(Note: If you are applying as a Non-JUPUS and Non-Local (JEE) candidate, please provide only your full name; you do not need to include your application number.)

- 5- **Formatting Requirements:**

Font: Times New Roman

Font Size: 12

Background Color: White

Font Color: Black

For example, a A4 Portfolio Cover page in Landscape should look like this

Full Name: Chan Siu Ming

Application Number: 123456789

123456789_chan

☒ I hereby declare that all the artworks submitted are my original work and have not been plagiarized.