

HKU ONLINE APPLICATION – Guide to the Counsellors' Portal



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1. Login




Non-Jupas Online Application System
Counselor Portal

Home > Login

LOGIN

 School Email Address

 Password


Login

[Forgot Password?](#)

This is the login page for the HKU counsellor portal. Please use the credential provided via email to log in to your account.




FORGOT PASSWORD



If you forgot your password, please enter your registered email and complete the jigsaw puzzle.

Password Retrieval for HKU Application System for Undergraduate Studies

 no-reply-aal@hku.hk
To [redacted]
Cc [redacted]

Reply Reply All Forward ...

Action Items + Get more add-ins

Dear [redacted]

A request has been received for resetting your password to our application system. Please follow the instructions below to re-set your password:

[\[redacted URL\]](#)

You will then receive an email to reset your password.

Regards,
Admissions Office
Registry
The University of Hong Kong

2. Overview

Student List

Change Password

Logout

Non-Jupas Online Application System
Counsellor Portal

Configuration > Student List

Student List

Basic Information

School Year

Search Application

Application No Applicant

Application No	First Name	Last Name	Counsellor
0200000177			Ang-HKU

You can also use the “Search Application” function to locate individual applicant based on the HKU application number or the first name / last name of the applicant.

Once you have successfully logged in to your account, you will be re-directed to the “Student List”, which shows a summary of all applicants from your school who have nominated you as a counsellor on their HKU application form **AND** have submitted the application.

You will receive a system generated message for each student who has nominated you as a counsellor.

You should note that students will only be able to select you as their counsellor if they have indicated they are currently enrolled at your institution.

If you are supporting any graduates in their applications, they should have nominated you as a referee instead. These students will **not** be listed on this portal.

3. Student List

After clicking on an application, you will be redirected to the applicant-specific page to support that application.

- Student List
- Change Password
- Logout

Non-Jupas Online Application System
Counsellor Portal

Configuration > Student List

The applicant's basic information will be shown here for identification purposes.

← Student List

Basic Information

Application No.	<input type="text"/>	Applicant Name	<input type="text"/>
Date of Birth	<input type="text"/>	Sex	<input type="text"/>

Academic Qualifications | Supporting Documents | Programmes | Edit History

Please confirm / provide the predicted or achieved result for applicants from your institution. Predicted results refer to the results produced by your institution in anticipation of the students' performance in the final examination of the specific

Non-Jupas Online Application System
Counsellor Portal

Configuration > Student List

← Student List

Basic Information

Application No. Applicant Name

Date of Birth Sex

Academic Qualifications Supporting Documents Programmes Edit History

Please confirm / provide the predicted or achieved result for applicants from your institution. Predicted results refer to the results produced by your institution in anticipation of the students' performance in the final examination of the specific

Below are the functions you can perform:

- **“Academic Qualifications”** shows a list of qualifications filled out by the applicant. You can use this tab to provide or confirm the applicants’ predicted or achieved results at any time during the admissions cycle.
- **“Supporting Documents”** allows you to upload any documents to support the particular application, which may include transcripts, predicted results (if only pdf format is available), reference letters, etc.
- **“Programmes”** shows a list of programmes that the applicant has applied to.
- **“Edit History”** gives you a summary of all actions you have performed to support the application.

4. Supporting a Student's Application - "Academic Qualifications"

Non-Jupas Online Application System
Counsellor Portal

Application No. [input field] Applicant Name [input field]
Date of Birth [input field] Sex [input field]

Academic Qualifications | Supporting Documents | Programmes | Edit History

Please confirm / provide the predicted or achieved result for applicants from your institution. Predicted results refer to the results produced by your institution in anticipation of the examination of the specific qualification; whereas Achieved results refer to results students have already obtained at the final public examination for the stated qualification.

In the event that these predictions are changed, please contact the Admissions Office (counsellors@hku.hk) so we may unlock any confirmation you have made for you to make ed

Please provide the official achieved / predicted results in support of your student via the module(s) below.

You may simply confirm the academic results entered by students to confirm EITHER the achieved results or the predicted results, depending on which is available.

Should you see a discrepancy or error in the subjects listed by the student and your official record, please inform us in the "Report Discrepancy in Student Subject(s)" space at the bottom of the screen. Our office will approach the student to clarify the case.

Once you have clicked the confirm button, the results will be locked. If you need to save your work and return at a later time to complete the confirmation, please use the "Save" option instead.

- ▶ International Baccalaureate Diploma - (May, 2020)
- ▶ International General Certificate of Secondary Education - (June, 2018)
- ▶ IELTS Academic Module - (February, 2020)
- ▶ SAT Reasoning Test (March 2016 onward) - (August, 2017)

If you notice any discrepancies in the records above which hinder your ability to confirm / provide the student's results, please list them here. Our office will follow up with you in this regard.

Report Discrepancy in Student's Subject(s)/Records

[input field]

Save

Please select a qualification for which you would like to confirm the applicant's predicted grade.

In the event that the applicant has listed a subject that does not match your school's academic record, please inform the admissions office here. We will reach out to the applicant for confirmation of their academic subjects taken.

Student List

Change Password

Logout



Non-Jupas Online Application System

Counsellor Portal

In the event that these predictions are changed, please contact the Admissions Office (counsellors@hku.hk) so we may unlock any confirmation you have made for you to make edits to the results.

Please provide the official achieved / predicted results in support of your student via the module(s) below.

You may simply confirm the academic results entered by students to confirm EITHER the achieved results or the predicted results, depending on which is available.

Should you see a discrepancy or error in the subjects listed by the student and your official record, please inform us in the "Report Discrepancy in Student Subject(s)" space at the bottom of the screen. Our office will approach the student to clarify the case.

Once you have clicked the confirm button, the results will be locked. If you need to save your work and return at a later time to complete the confirmation, please use the "Save" option instead.

▼ International Baccalaureate Diploma - (May, 2020)

Subject	Level	Achieved Grade	Predicted Grade By School
CHEMISTRY	Higher Level	Pending	5
PHYSICS	Standard Level	Pending	7
CHINESE A: Literature	Standard Level	Pending	6
ECONOMICS	Higher Level	Pending	4
MATHEMATICS	Standard Level	Pending	7
ENGLISH A Language and Literature	Higher Level	Pending	6

EE/TOK Achieved Result * Pending

Achieved Result Total Points * / 42

Diploma is awarded - Select -

EE/TOK Predicted Result * 2

Predicted Result Total Points 37 / 45

Diploma is expected to be awarded * Yes / Expected

Save

Confirm Applicant's Achieved Grade

Confirm Applicant's Predicted Grade

After selecting a qualification, you may then change and/or confirm the predicted grade provided by the applicant.

All changes made in this page will be confidential and not accessible by the applicant.

You can also save your work at any time by clicking the "Save" button.

Student List

Change Password

Logout

Message :
 Predicted results are now confirmed. Should there be any update to the result, please contact the admissions office.

In the event that this applicant's predicted results are now confirmed, you will be notified by email. You may make any changes to the predicted results made for you to make edits to the results. Please provide the confirmation of the predicted results by clicking the "Confirm Predicted Results" button. You may simply confirm the academic results entered by students to confirm EITHER the achieved results or the predicted results, depending on which is available. Should you see a discrepancy or error in the subjects listed by the student and your official record, please inform us in the "Report Discrepancy in Student Subject(s)" space at the bottom of the screen. Our office will approach the student to clarify the case. Once you have clicked the confirm button, the results will be locked. If you need to save your work and return at a later time to complete the confirmation, please use the "Save" option instead.

International Baccalaureate Diploma - (May, 2020)

Subject	Level	Achieved Grade	Predicted Grade By School
CHEMISTRY	Higher Level	Pending	5
PHYSICS	Standard Level	Pending	7
CHINESE A: Literature	Standard Level	Pending	6
ECONOMICS	Higher Level	Pending	4
MATHEMATICS	Standard Level	Pending	7
ENGLISH A Language and Literature	Higher Level	Pending	6

EE/TOK Achieved Result * Pending

Achieved Result Total Points * / 42

Diploma is awarded - Select -

EE/TOK Predicted Result * 2

Predicted Result Total Points 37 / 45

Diploma is expected to be awarded * Yes / Expected

Save Confirm Applicant's Achieved Grade Predicted Grade Confirmed

Once you have confirmed the predicted grade, you will see a system message and the predicted grades are now locked. You can revisit this page again to confirm the achieved grade of the applicant once the final results are available. In the case when an applicant's predicted grade has been updated, please contact the admissions office. Kindly refer to the FAQ at the end of this document for further details.

4. Supporting a Student's Application - "Supporting Documents"

The screenshot shows the 'Supporting Documents' section of the Non-Jupas Online Application System Councillor Portal. The page includes a navigation menu on the left with 'Student List', 'Change Password', and 'Logout'. The main content area has tabs for 'Academic Qualifications', 'Supporting Documents', 'Programmes', and 'Edit History'. Below the tabs, there is a red header for 'Supporting Documents' and a paragraph of instructions: 'Documents should be in pdf format. All documents uploaded in this section are considered official and confidential. Under the current privacy acts, however, the University is obliged to produce the requisite documents to applicants upon request. Once a document is uploaded, it cannot be removed. You may, however, upload more than one document under the same category. We will take the latest document as official. All your documents uploaded should be on an official school letter head and be properly stamped / signed. There is no specific template for the references to be submitted. If required, you must provide a copy of the document when completing the references for the students.'

Document Type	File Name	Submission Date	Status
References			Waiting for upload
			Upload
Predicted Results			Waiting for upload
			Upload
School Transcripts			Waiting for upload
			Upload
Other documents			Waiting for upload
			Upload

Please click the "Upload" button to add a supporting document for the applicant.



The screenshot displays the 'Non-Jupas Online Application System Councillor Portal'. The interface includes a dark sidebar with 'Student List', 'Change Password', and 'Logout' options. The main content area has a header with the university crest and navigation tabs for 'Academic Qualifications', 'Supporting Documents', 'Programmes', and 'Edit History'. The 'Supporting Documents' section is active, showing a modal window for document upload. The modal contains a 'Document Type' dropdown set to 'References', a 'Select File(s) for Upload' field with a green question mark icon, and a prominent green '+ Upload' button. Below the modal, there are sections for 'Predicted Results', 'School Transcripts', and 'Other documents', each with a 'Waiting' status indicator. A final 'Upload' button is located at the bottom right of the page.


You will be prompted to choose a file (pdf file not exceeding 10MB) for the applicant once you click "Upload".

Please note that once a document is selected, the upload process is irreversible and all documents uploaded cannot be removed.

Student List

Change Password

Logout



Non-Jupas Online Application System
Counsellor Portal

Date of Birth

Sex

Academic Qualifications
Supporting Documents
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Supporting Documents

Documents should be in pdf format. All documents uploaded in this section are considered official and confidential. Under the current privacy acts, however, the University is obliged to produce the requisite documents to applicants upon request.

Once a document is uploaded, it cannot be removed. You may, however, upload more than one document under the same category. We will take the latest document as official.

All your documents uploaded should be on an official school letter head and be properly stamped / signed. There is no specific template for the references to be submitted. If required, you may refer to this document when completing the references for the students.

Document Type	File Name	Submission Date	Status	Action
References	[Redacted File Name].pdf	2019-09-03	Uploaded	Upload
			Waiting for upload	Upload
			Waiting for upload	Upload
			Waiting for upload	Upload
			Waiting for upload	Upload
			Waiting for upload	Upload

The status for documents that have been successfully uploaded will be shown as “Uploaded”. You can also view the documents by clicking its file name. You will not be able to delete a document once it is uploaded. If you have doubts or need to amend the document, please upload a new copy. The latest upload will be considered as official.

Once the reference letter has been uploaded, the student will receive a system generated message informing them that it has been completed.

You may also continue to upload documents (e.g. final transcripts) at a later stage until the end of the admissions cycle (i.e. late August).

4. Supporting a Student's Application - "Programmes"

The screenshot shows the 'Student List' configuration page in the Non-Jupas Online Application System Counsellor Portal. The page is divided into several sections:

- Navigation:** A dark sidebar on the left contains 'Student List', 'Change Password', and 'Logout'.
- Header:** The top right shows the system name and 'Counsellor Portal'. Breadcrumbs indicate the path: Configuration > Student List.
- Form Section:** A 'Basic Information' section contains input fields for 'Application No.', 'Date of Birth', 'Applicant Name', and 'Sex'.
- Tabbed Interface:** Below the form are tabs for 'Academic Qualifications', 'Supporting Documents', 'Programmes', and 'Edit History'. The 'Programmes' tab is currently selected.
- Programme Lists:**
 - 1st Choice Programme:** A table with columns 'Programme Code', 'Programme Name', and 'Date of Submission'. It lists 'Bachelor of Medicine and Bachelor of Surgery' with code 6456.
 - Other Programme Choices:** A table with the same columns, listing 'Bachelor of Arts in Architectural Studies' (6004), 'Bachelor of Arts and Sciences' (6212), and 'Bachelor of Social Sciences' (6717).

1st Choice Programme

Programme Code	Programme Name	Date of Submission
6456	Bachelor of Medicine and Bachelor of Surgery	

Other Programme Choices

Programme Code	Programme Name	Date of Submission
6004	Bachelor of Arts in Architectural Studies	
6212	Bachelor of Arts and Sciences	
6717	Bachelor of Social Sciences	


This page shows a list of programmes that the applicant has applied to. Please note that you will only be able to see this tab if the applicant has authorized you to do so on their application form.

4. Supporting a Student's Application - "Edit History"

Student List

Change Password

Logout



Non-Jupas Online Application System
Counsellor Portal

Configuration > Student List

← Student List

Basic Information

Application No. <input type="text"/>	Applicant Name <input type="text"/>
Date of Birth <input type="text"/>	Sex <input type="text"/>

Academic Qualifications
Supporting Documents
Programmes
Edit History

Action	Updated Date Time	Status
New documents of References is uploaded.	<input type="text"/>	Done
Predicted scores of International Baccalaureate Diploma - (May, 2020) is confirmed.	<input type="text"/>	Done
Predicted scores of International Baccalaureate Diploma - (May, 2020) is confirmed.	<input type="text"/>	Done
Achieved scores of International General Certificate of Secondary Education - (June, 2018) is confirmed.	<input type="text"/>	Done
Scores of International General Certificate of Secondary Education - (June, 2018) is updated.	<input type="text"/>	Done
Scores of International Baccalaureate Diploma - (May, 2020) is updated.	<input type="text"/>	Done
Predicted scores of International Baccalaureate Diploma - (May, 2020) is confirmed.	<input type="text"/>	Done

This page shows a list of actions you have performed, and when there were performed, to support the application.

5. FAQ

Q1: One of my students is not on my “Student List”.

A1: Please check that the student has selected your school properly in the application form (i.e. from the school dropdown). If the student has already graduated from your school, please ask the student to nominate you as a referee instead and you will be invited for references separately.

Q2: I have uploaded a wrong file.

A2: All documents once uploaded cannot be deleted. If you have made a mistake, please re-upload the correct documents and in the case of duplicates only the latest document will be considered.

Q3: There is a change in my student’s predicted grade.

A3: If you would like to make changes to the predicted grades, please inform us by writing to counsellors@hku.hk quoting the student’s application number, the qualification, subject and grades to be changed.

Q4: I would like to upload documents for students who have applied via the Common Application.

A4: If you are able to upload documents onto Parchment via the Common Application, we will be able to access those directly.

Q5: My colleague would also like to have access to the counsellors' portal.

A5: Please ask your colleague to write to counsellors@hku.hk and provide a business card or proof to verify his/her position as a counsellor of the school. As counsellors will have access to students' personal information and application details, it is very important for us to take extra steps to ensure that such confidential information is only accessible by relevant individuals.

6. Contact Us

If you require further assistance, please contact us via counsellors@hku.hk

Thank you again for supporting your students' applications to the University of Hong Kong.