

Joint University Programmes Admissions System Online Application System User Guide for Applicants

Mandatory Application Procedures

Pay Application Fee

(Last updated on 7 October 2020)

INTRODUCTION

If you are eligible and wish to apply for admission to the programmes offered under JUPAS, you should submit your application via the JUPAS online application system by completing **ALL** of the following steps on or before the application deadline:

1. **CREATE** JUPAS account
2. **ACTIVATE** JUPAS account and **APPLY** for admission
3. **PAY** application fee
4. **SUBMIT** programme choices

After you have completed steps 1 to 2 above, you are required to pay the application fee.

The application fee for the current JUPAS cycle is **HK\$460**. Application fee received after the application deadline will be subject to a late charge of **HK\$350**.

The application fee is collected by the JUPAS Office on behalf of the 9 JUPAS participating-institutions and the SSSDP institutions, and is not refundable or transferable to another year or other application.

If you want to know more details about application fee, please visit <https://www.jupas.edu.hk/en/application-procedures-information/application-procedures/application-fee/> at the JUPAS website.

1. **GO TO** "Make Payment" User Interface

Procedure (1 step only)

Step 1: Log on your JUPAS account and click "**Click here to make your Payment**"

2. **CHOOSE** Payment Channel

You may choose one of the following payment channels to pay the application fee on or before the application deadline:

1. Credit Card
2. PPS, online payment
3. E-banking for personal account only
4. Cash at The Bank of East Asia

Please note that payment channels other than the above is **NOT** accepted and the JUPAS Office has no access to your bank account information for making the payment.

2.1 **CREDIT CARD**

You can pay by VISA or MasterCard issued by any bank. You need not be the credit card holder.

Procedure (3 steps in total)

Step 1: Click "**CREDIT CARD**"

Step 2: Click the relevant credit card logo

You will be directed to credit card payment page for making the payment

Step 3: After you have successfully paid the application fee, you can click "**Print**" to print a copy for your own record

Then you can continue to submit your programme choices

2.2 PPS, Online Payment

You can pay via PPS online with a desktop or notebook computer. You need not be the PPS account holder. Please note that PPS by phone is **NOT** accepted.

Procedure (3 steps in total)

Step 1: Click "**PPS (Online Payment)**"

Step 2: Click the PPS logo

You will be directed to PPS payment page for making the payment

Step 3: After you have successfully paid the application fee, you can click "**Print**" to print a copy for your own record

Then you can continue to submit your programme choices

2.3 **E-BANKING** for Personal Account only

You can pay via e-banking services provided by HSBC, Hang Seng Bank and The Bank of East Asia. You need not be the bank account holder.

YOUR HKID CARD NUMBER must be used to register payment, otherwise the JUPAS Office will **NOT** be able to identify your fee payment.

Please note that money transfer is **NOT** accepted.

Procedure (3 steps in total)

Step 1: Click "**E-BANKING**"

Step 2: Click the relevant bank logo

You will be directed to the website of the bank you have selected for making the payment. Please contact the bank concerned for assistance in regard to e-banking payment procedures

Step 3: It will take **at least one working day** before your payment can be processed

You can then log on your JUPAS account to submit your programme choices after receiving notifications of successful payment

2.4 **CASH** at The Bank of East Asia

You can pay in **CASH** at any branch of The Bank of East Asia to the JUPAS bank account.

YOUR HKID CARD NUMBER must be produced and used in making the payment, otherwise the JUPAS Office will **NOT** be able to identify your fee payment.

Please note that payment by cheque or ATM transfer will **NOT** be accepted.

Procedure (3 steps in total)

Step 1: Click "**CASH (The Bank of East Asia)**" to view the following payment details:

Account Name:	Joint University Programmes Admissions System (JUPAS)
Account Number:	176-40-03002-6
Bill Type:	01 Application Fee

Step 2: Make payment at the branch of The Bank of East Asia

Step 3: It will take **at least one working day** before your payment can be processed
You can then log on your JUPAS account to submit your programme choices after receiving notifications of successful payment

Please note that there is **NO NEED** to submit the Account Deposit Form to the JUPAS Office.

3. CHECK Payment Status

After your application fee has been processed, you will receive notifications of successful payment. Then you can continue to complete **ALL** the remaining steps for the application procedures on or before the application deadline.

If you do not receive the notifications after completion of the relevant procedures, you should enquire at the JUPAS Office at 2334 2929 or 2233 2929 immediately.

3.1 RECEIVE Confirmation Emails and SMS

Emails and SMS will be sent to you as a confirmation of your successful payment of application fee.

Another confirmation email which contains your 8-digit application number will be sent to you. It can also be viewed at the homepage of your JUPAS account. Note down your application number which will be used in future correspondence with the JUPAS Office, the 9 JUPAS participating-institutions and the SSSDP institutions.

3.2 CHECK Payment History

Procedure (2 steps in total)

Step 1: Log on your JUPAS account and click "**Payment**"

Step 2: You can see the details of the application fee you have paid on this page

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