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 / other application.

If you want to know more details about application fee, please visit the section of “Application Fee” at the JUPAS website.
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1. **GO TO “Make Payment” User Interface**

1.1 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 (The Bank of East Asia)](#)

Please note that the JUPAS Office has no access to your bank account information for making the payment.

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**Note**

Payment channels other than above is **NOT** accepted
2.1 **CREDIT CARD**

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

2.1.1 ✖️ **Click** “CREDIT CARD”

2.1.2 ✖️ **Click** the relevant credit card logo

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

2.1.3 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 / notebook computer. You need not be the PPS account holder.

⚠️ **Note**
PPS by phone is **NOT** accepted

2.2.1 **Click “PPS (Online Payment)”**

2.2.2 **Click** the PPS logo

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

2.2.3 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.

2.3.1 **Click** “E-BANKING”

2.3.2 **Click** the relevant bank logo

2.3.3 You will be directed to the website of the bank you have selected

⚠️ **Note**

Money transfer is **NOT** accepted
2.3.4 Select and enter the information shown here when making the payment

YOUR HKID CARD NO. must be used to register payment

Tips
Contact the bank concerned for assistance in regard to e-banking payment procedures

2.3.5 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

You can refer to this table for the notification schedule
2.4 **CASH (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 NO.** must be produced and used in making the payment, otherwise the JUPAS Office will NOT be able to identify your fee payment.

⚠️ **Note**

Payment by cheque or ATM transfer will NOT be accepted

2.4.1 ✨Click **“CASH (The Bank of East Asia)”** to view the following payment details:

- **Account Name:** Joint University Programmes Admissions System (JUPAS)
- **Account No.:** 176-40-03002-6
- **Bill Type:** 01 Application Fee

2.4.2 Make payment at the branch of The Bank of East Asia

2.4.3 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.

You can refer to **this table** for the notification schedule.

⚠️ **Note**

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 / 2233 2929 immediately.

3.1 **RECEIVE Confirmation Emails and SMS**

3.1.1 Emails and SMS will be sent to you as a confirmation of your successful payment of application fee.
3.1.2 Another confirmation email which contains your 8-digit application no. will be sent to you

Note down your application no. which will be used in future correspondence with the JUPAS Office, the 9 JUPAS participating-institutions and the SSSDP institutions

3.1.3 Your application no. can also be viewed at the homepage of your JUPAS account
3.2 **CHECK Payment History**

3.2.1 Log on your [JUPAS account](#) and **click “Payment”**

3.2.2 You can see the details of the application fee you have paid on this page

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**Note**

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