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

Application Procedures (Mandatory)

Pay Application Fee
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; and
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.
CONTENTS

1. **GO TO** “Make Payment” User Interface  
   Page 3

2. **CHOOSE** Payment Channel  
   Page 4
   2.1 **CREDIT CARD**  
      Page 5
   2.2 **PPS by Internet**  
      Page 6
   2.3 **E-BANKING (for Personal Account only)**  
      Page 7
   2.4 **CASH (The Bank of East Asia)**  
      Page 9

3. **CHECK** Payment Status  
   Page 10
   3.1 **RECEIVE** Confirmation Emails and SMS  
      Page 10
   3.2 **CHECK** Payment History  
      Page 12

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**Note**

The JUPAS online application system **ONLY** supports single log-on. Please refrain from logging on your JUPAS account with multiple devices and / or browsers simultaneously to ensure data integrity.
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 by Internet](#);
3. [E-banking (for personal account only)](#); or
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-mentioned will **NOT** be accepted.
2.1 **CREDIT CARD**

In order to make the payment by VISA or MasterCard issued by any bank, you must log on your JUPAS account. 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 by Internet**

In order to make the payment via PPS by Internet, you must log on your JUPAS account. You need not be the PPS account holder.

⚠️ **Note**

PPS by Phone is **NOT** accepted.

2.2.1 ✨Click “PPS by Internet”.

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 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.

![Image of e-banking options]

**Note**

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

APPLICANT’S HKID CARD NO. must be used to register payment, otherwise the JUPAS Office will NOT be able to identify your fee 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 for the payment to 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.

**APPLICANT’S 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** for the payment to 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 from the JUPAS Office. 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 Email and SMS will be sent to you by the JUPAS Office 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 by the JUPAS Office.

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.