



**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
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.

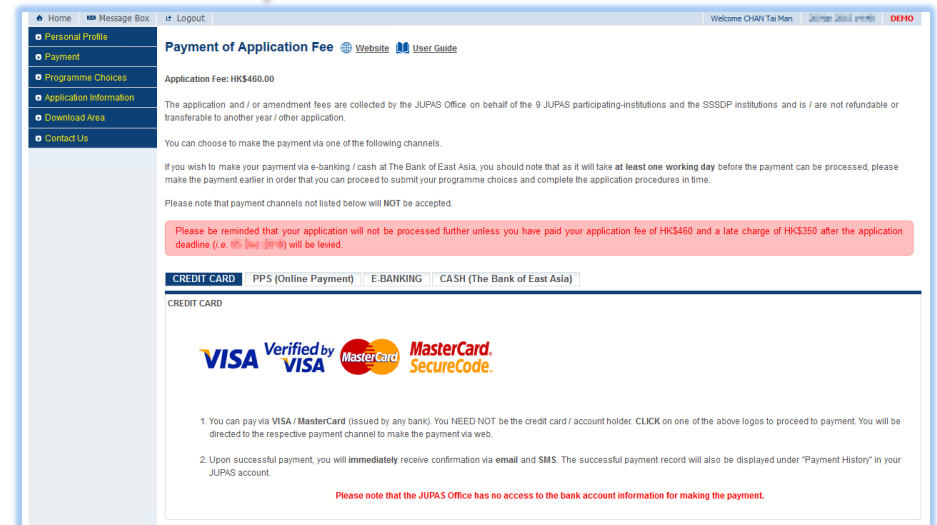
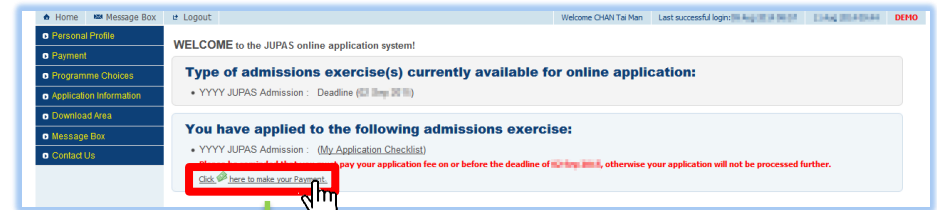
If you want to know more details about application fee, please visit the section of ["Application Fee"](#) at the [JUPAS website](#).

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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.



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.

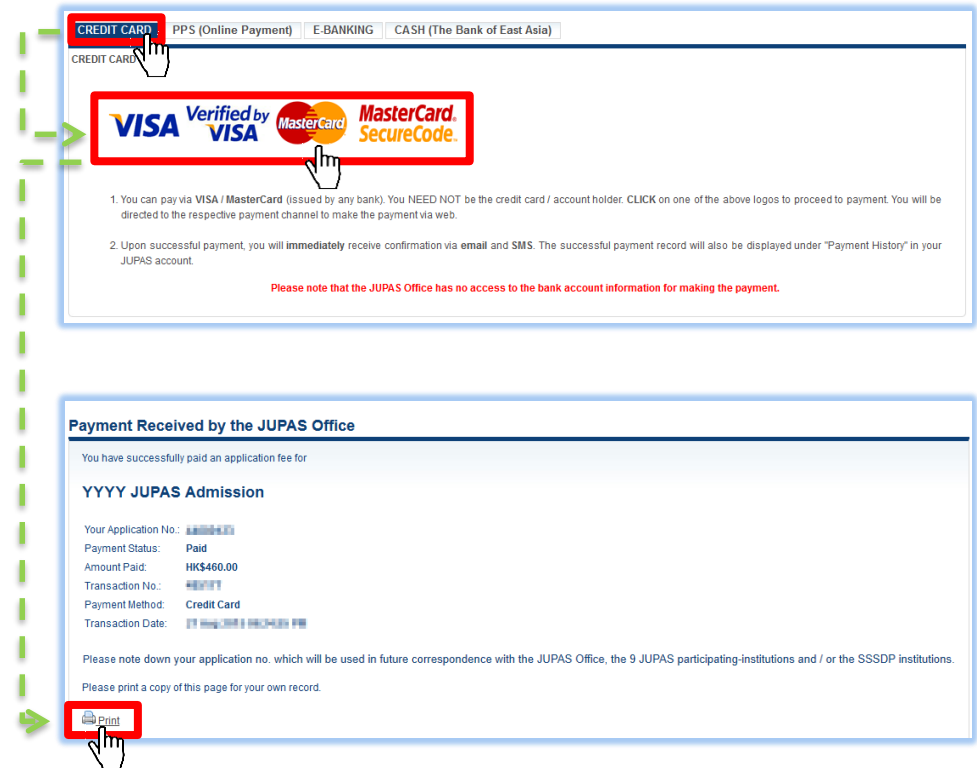
2.1.1  **Click “CREDIT CARD”**

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](#)



The image shows two screenshots of the JUPAS payment system interface. The top screenshot is the 'CREDIT CARD' payment selection page. It features a navigation bar with 'CREDIT CARD', 'PPS (Online Payment)', 'E-BANKING', and 'CASH (The Bank of East Asia)'. Below the navigation bar, there are logos for 'VISA Verified by VISA' and 'MasterCard SecureCode'. A red box highlights these logos, and a hand cursor is shown clicking on the MasterCard logo. Below the logos, there are two numbered instructions: 1. You can pay via VISA / MasterCard (issued by any bank). You NEED NOT be the credit card / account holder. CLICK ON one of the above logos to proceed to payment. You will be directed to the respective payment channel to make the payment via web. 2. Upon successful payment, you will immediately receive confirmation via email and SMS. The successful payment record will also be displayed under "Payment History" in your JUPAS account. A red note at the bottom states: 'Please note that the JUPAS Office has no access to the bank account information for making the payment.' The bottom screenshot is the 'Payment Received by the JUPAS Office' confirmation page. It states 'You have successfully paid an application fee for' followed by 'YYYY JUPAS Admission'. Below this, it lists payment details: 'Your Application No.: [REDACTED]', 'Payment Status: Paid', 'Amount Paid: HK\$460.00', 'Transaction No.: [REDACTED]', 'Payment Method: Credit Card', and 'Transaction Date: 27 May 2018 10:34:00 PM'. At the bottom, it says 'Please note down your application no. which will be used in future correspondence with the JUPAS Office, the 9 JUPAS participating-institutions and / or the SSSDP institutions. Please print a copy of this page for your own record.' A red box highlights the 'Print' button at the bottom left, with a hand cursor clicking on it.

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

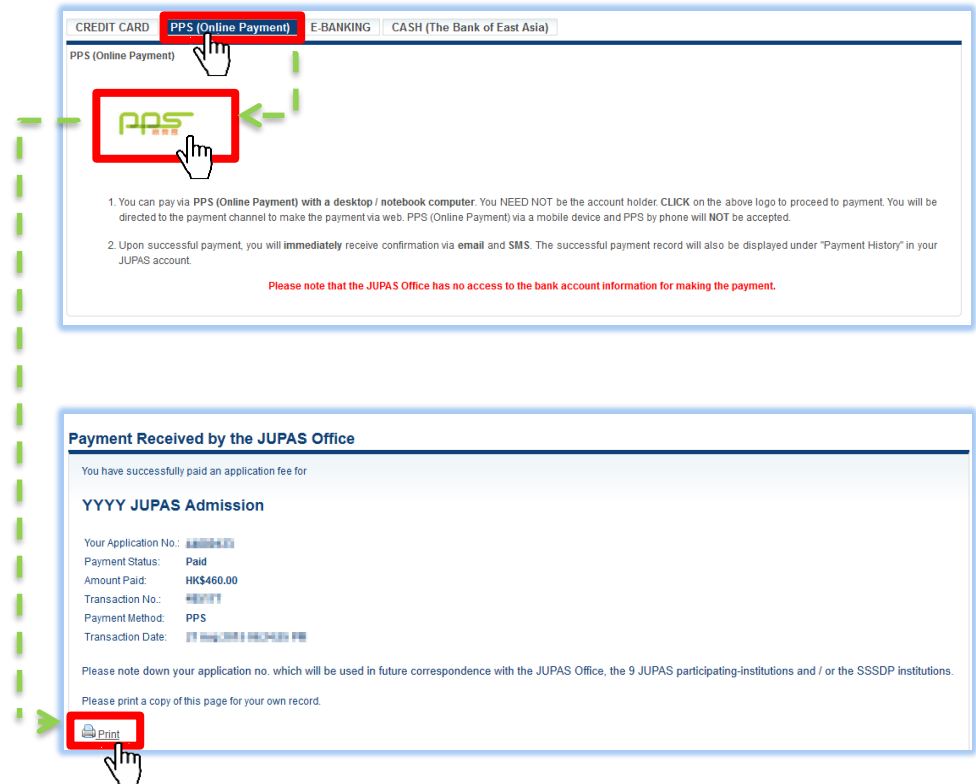
2.2.1  Click “PPS (Online Payment)”

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](#)



The screenshot shows two parts of the PPS payment process. The top part is the payment page, which has a navigation bar with options: CREDIT CARD, PPS (Online Payment), E-BANKING, and CASH (The Bank of East Asia). The 'PPS (Online Payment)' option is highlighted with a red box and a hand cursor. Below the navigation bar is the PPS logo, also highlighted with a red box and a hand cursor. The main content area contains two numbered instructions: 1. You can pay via PPS (Online Payment) with a desktop / notebook computer. You NEED NOT be the account holder. CLICK on the above logo to proceed to payment. You will be directed to the payment channel to make the payment via web. PPS (Online Payment) via a mobile device and PPS by phone will NOT be accepted. 2. Upon successful payment, you will immediately receive confirmation via email and SMS. The successful payment record will also be displayed under "Payment History" in your JUPAS account. A red note at the bottom states: Please note that the JUPAS Office has no access to the bank account information for making the payment. The bottom part of the screenshot shows the 'Payment Received by the JUPAS Office' confirmation page. It states: You have successfully paid an application fee for YYYY JUPAS Admission. Below this, it lists payment details: Your Application No., Payment Status: Paid, Amount Paid: HK\$460.00, Transaction No., Payment Method: PPS, and Transaction Date. At the bottom, it asks the user to note down their application number and to print a copy of the page for their own record. A red box highlights the 'Print' button, with a hand cursor pointing to it.

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"

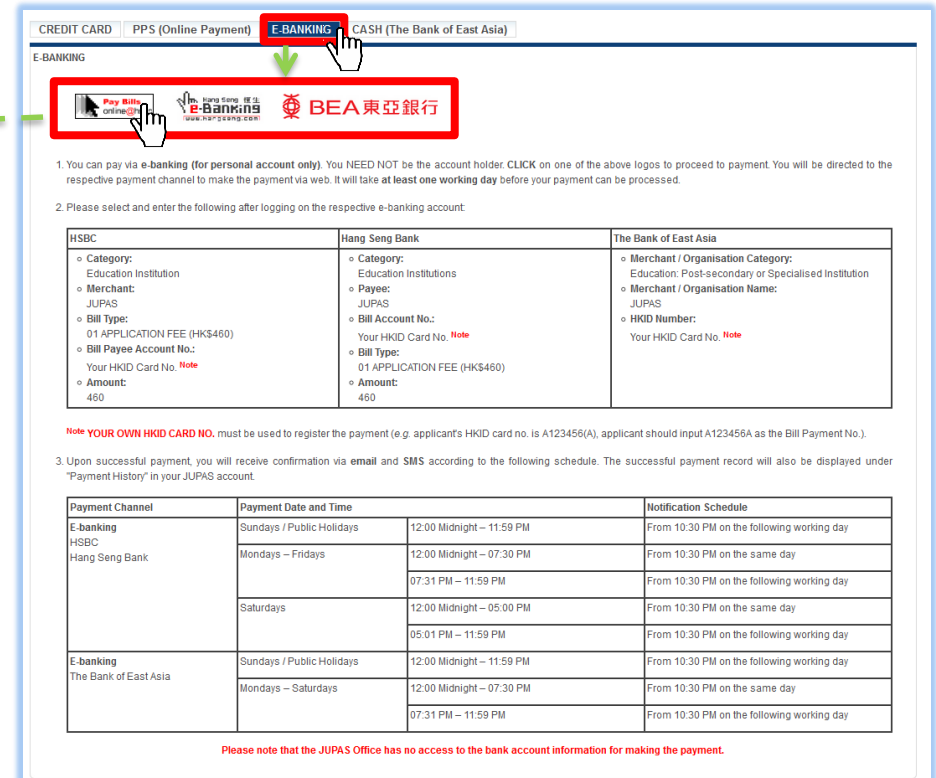
2.3.2 Click the relevant bank logo

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



Note

Money transfer is **NOT** accepted



1. You can pay via e-banking (for personal account only). You NEED NOT be the account holder. CLICK on one of the above logos to proceed to payment. You will be directed to the respective payment channel to make the payment via web. It will take at least one working day before your payment can be processed.

2. Please select and enter the following after logging on the respective e-banking account:

HSBC	Hang Seng Bank	The Bank of East Asia
<ul style="list-style-type: none"> Category: Education Institution Merchant: JUPAS Bill Type: 01 APPLICATION FEE (HK\$460) Bill Payee Account No.: Your HKID Card No. Note Amount: 460 	<ul style="list-style-type: none"> Category: Education Institutions Payee: JUPAS Bill Account No.: Your HKID Card No. Note Bill Type: 01 APPLICATION FEE (HK\$460) Amount: 460 	<ul style="list-style-type: none"> Merchant / Organisation Category: Education: Post-secondary or Specialised Institution Merchant / Organisation Name: JUPAS HKID Number: Your HKID Card No. Note

Note YOUR OWN HKID CARD NO. must be used to register the payment (e.g. applicant's HKID card no. is A123456(A), applicant should input A123456A as the Bill Payment No.).


3. Upon successful payment, you will receive confirmation via email and SMS according to the following schedule. The successful payment record will also be displayed under "Payment History" in your JUPAS account.

Payment Channel	Payment Date and Time	Notification Schedule	
E-banking HSBC Hang Seng Bank	Sundays / Public Holidays	12:00 Midnight – 11:59 PM From 10:30 PM on the following working day	
	Mondays – Fridays	12:00 Midnight – 07:30 PM 07:31 PM – 11:59 PM	From 10:30 PM on the same day From 10:30 PM on the following working day
		Saturdays	12:00 Midnight – 05:00 PM 05:01 PM – 11:59 PM
	E-banking The Bank of East Asia	Sundays / Public Holidays	12:00 Midnight – 11:59 PM From 10:30 PM on the following working day
Mondays – Saturdays	12:00 Midnight – 07:30 PM 07:31 PM – 11:59 PM	From 10:30 PM on the same day From 10:30 PM on the following working day	

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

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2.3.4  **Select** and **enter** the information shown here when making the payment

YOUR HKID CARD NO. must be used to register payment

2. Please select and enter the following after logging on the respective e-banking account

HSBC	Hang Seng Bank	The Bank of East Asia
<ul style="list-style-type: none"> o Category: Education Institution o Merchant: JUPAS o Bill Type: 01 APPLICATION FEE (HK\$460) o Bill Payee Account No.: Your HKID Card No. <i>Note</i> o Amount: 460 	<ul style="list-style-type: none"> o Category: Education Institutions o Payee: JUPAS o Bill Account No.: Your HKID Card No. <i>Note</i> o Bill Type: 01 APPLICATION FEE (HK\$460) o Amount: 460 	<ul style="list-style-type: none"> o Merchant / Organisation Category: Education: Post-secondary or Specialised Institution o Merchant / Organisation Name: JUPAS o HKID Number: Your HKID Card No. <i>Note</i>

Note YOUR OWN HKID CARD NO. must be used to register the payment (e.g. applicant's HKID card no. is A123456(A), applicant should input A123456A as the Bill Payment No.)



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

3. Upon successful payment, you will receive confirmation via email and SMS according to the following schedule. The successful payment record will also be displayed under "Payment History" in your JUPAS account.

Payment Channel	Payment Date and Time	Notification Schedule
E-banking HSBC Hang Seng Bank	Sundays / Public Holidays	12:00 Midnight – 11:59 PM
	Mondays – Fridays	12:00 Midnight – 07:30 PM
		07:31 PM – 11:59 PM
Saturdays	12:00 Midnight – 05:00 PM	
	05:01 PM – 11:59 PM	
E-banking The Bank of East Asia	Sundays / Public Holidays	12:00 Midnight – 11:59 PM
	Mondays – Saturdays	12:00 Midnight – 07:30 PM
		07:31 PM – 11:59 PM

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**

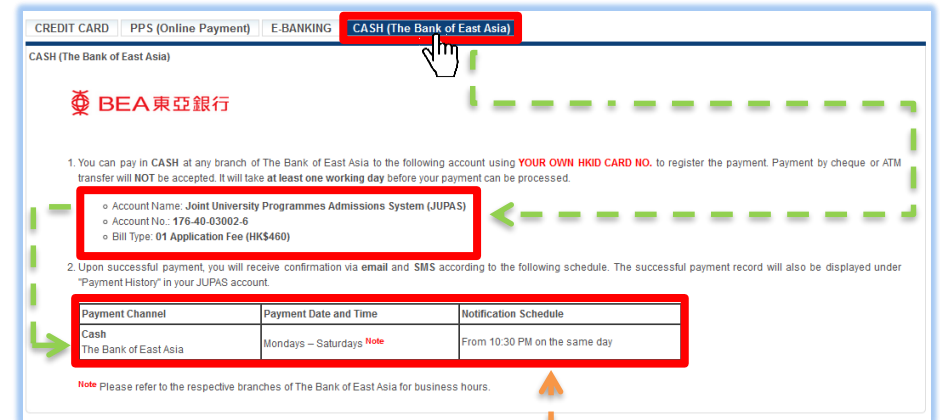
Bill Type: **01 Application Fee**

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



Payment Channel	Payment Date and Time	Notification Schedule
Cash The Bank of East Asia	Mondays – Saturdays <small>Note</small>	From 10:30 PM on the same day

Note: Please refer to the respective branches of The Bank of East Asia for business hours.



Note

NO NEED to submit the Account Deposit Form to the JUPAS Office

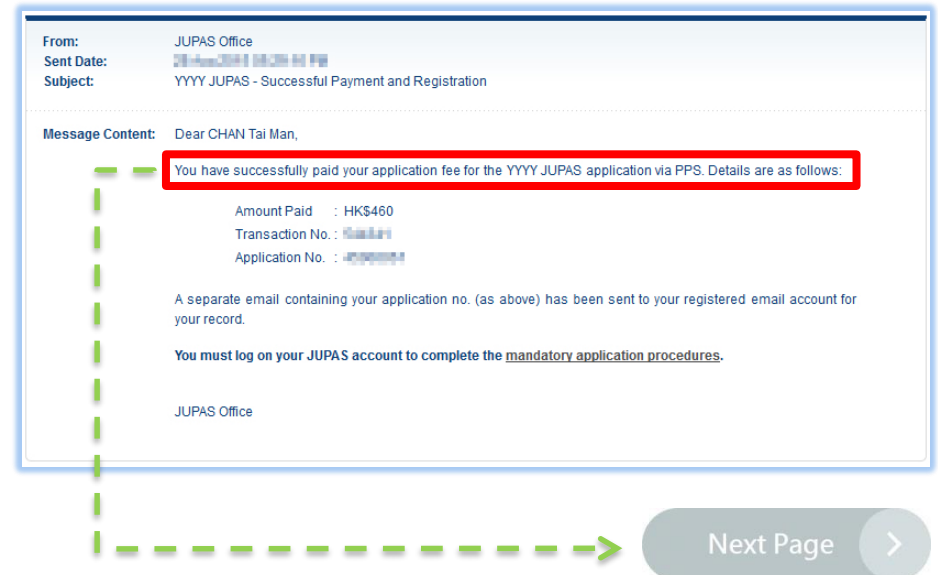
3. **CHECK** Payment Status

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

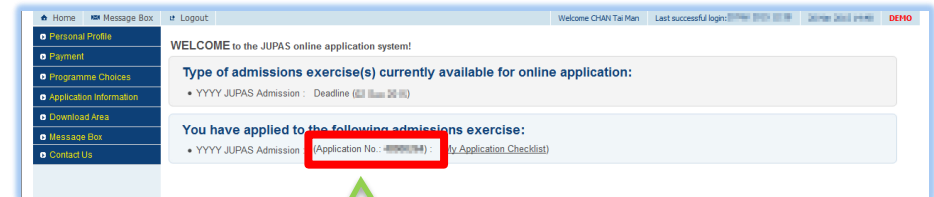
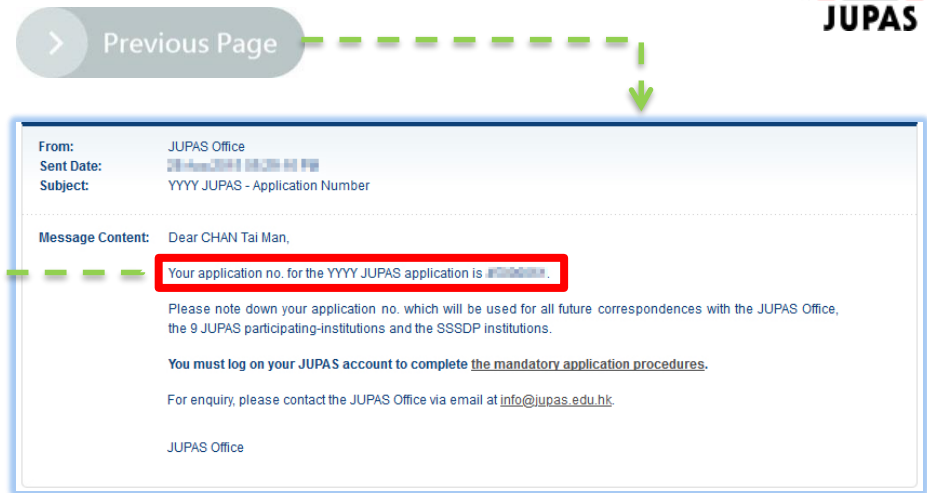
3.1.1 Emails and SMS will be sent to you as a confirmation of your successful payment of application fee



3.1.2 Another confirmation email which contains your 8-digit application no. will be sent to you

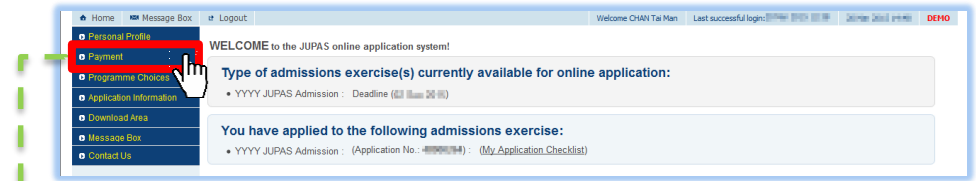
Note down your application no. which will be used in future correspondence with the JUPAS Office, the 9 JUPAS participating-institutions and the SSSDP institutions

3.1.3 Your application no. can also be viewed at the homepage of your JUPAS account

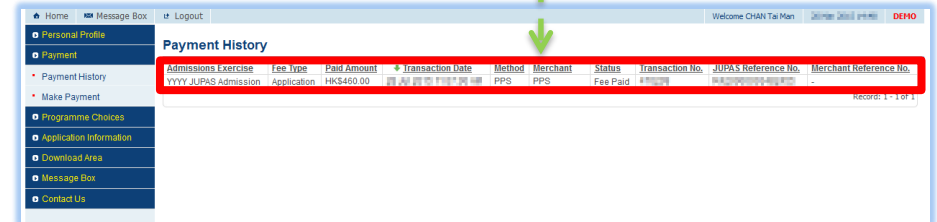


3.2 **CHECK** Payment History

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



Note

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

