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

Update Programme Choices before Release of HKDSE Examination Results

Pay Amendment Fee
(Last updated on 10 December 2021)

INTRODUCTION

You may update your programme choices before the release of the HKDSE Examination results during the specified period in any of the following options:

1. REPLACE a programme choice with another one or ADD new programmes to the original programme choice list, as long as the total number of programme choices does not exceed 20;
2. CHANGE the preference order of the programme choices; and
3. DELETE programmes from the programme choice list.

There is no restriction on the number of payment of amendment fee you can make or the number of time you can update your programme choices. Before updating the programme choices, you are required to pay an amendment fee of HK$100 for each submission.

The amendment 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.


The JUPAS online application system ONLY supports single log-on. Please refrain from logging on your JUPAS account with multiple devices and browsers simultaneously to ensure data integrity.
1. **GO TO “Make Payment” User Interface**

Procedure (2 steps in total)

Step 1: Log on your JUPAS account and click “Programme Choices”.

Step 2: Click “Make Payment”.

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2. **CHOOSE Payment Channel**

Before updating the programme choices during the specified period, you are required to pay amendment fee of **HK$100** for each submission via one of the following channels.

1. Credit Card;
2. PPS by Internet;
3. E-banking for personal account only; or

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

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 amendment fee, you can click **“Print”** to print a copy for your own record.

   Then you can update your programme choices immediately.
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.

Please note that PPS by Phone is **NOT** accepted.

**Procedure (3 steps in total)**

**Step 1:** Click “**PPS by Internet**”.

**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 amendment fee, you can click “**Print**” to print a copy for your own record.
   Then you can update your programme choices immediately.
2.3 **E-BANKING** for personal account only

You can pay via e-banking of HSBC, Hang Seng Bank and The Bank of East Asia, in short: BEA. You need not be the account holder.

**APPLICANT’S 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** for the payment to be processed.  
You can then log on your JUPAS account to update 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 BEA to the JUPAS bank account.

**APPLICANT’S 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: 02 Amendment Fee

**Step 2:** Make payment at the branch of BEA.

**Step 3:** It will take **at least one working day** for the payment to be processed.
- You can then log on your JUPAS account to update 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 amendment fee has been processed, you will receive notifications of successful payment from the JUPAS Office. Then you can update your programme choices during the specified period. Please refer to the User Guide section “10.2 Submit Request for Updating of Programme Choices” for details.

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. Please note that there will **NOT** be any automatic updates of your programme choices after payment.

3.1 **RECEIVE** Confirmation Email and SMS

Email and SMS will be sent to you by the JUPAS Office as a confirmation of your successful payment of amendment fee.

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 amendment 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.