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

Update Programme Choices (before Release of HKDSE Examination Results)

Pay Amendment Fee
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 / 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 /or

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 / other application.

If you want to know more details about updating of programme choices, please visit the sections of “Updating of Programme Choices (before Release of HKDSE Examination Results)” and “FAQ” at the JUPAS website.
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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** “Programme Choices”.

1.2 **Click** “Make Payment”.
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 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 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.

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.

⚠️ **Note**

PPS by Phone is **NOT** accepted.

2.2.3  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 (BEA). 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.

⚠️ **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 **update 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 BEA 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:** 02 Amendment Fee

2.4.2 Make payment at the branch of BEA.

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 **update 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 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 / 2233 2929 immediately.

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**Note**

There will **NOT** be any automatic updates of your programme choices after payment.

3.1 **RECEIVE Confirmation Email 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 amendment fee.
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 amendment fee you have paid on this page.

**Note**

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