

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

Modify Programme Choices (after Release of HKDSE Examination Results)

Request for Resubmission of Modification of Programme Choices

(Last updated on 22 June 2022)

INTRODUCTION

1. You may modify your programme choices **WITHIN YOUR ALLOCATED TIME-SLOT** only **ONCE** free of charge during the 3 days following the release of the HKDSE Examination results. After this, a **one-time only** late submission or further modification based on the programme choice list as at the deadline for updating of programme choices can be accepted for a fee of **HK\$250**.
2. If you wish to request for late submission or further modification, in short: resubmission, you should contact the JUPAS Office via phone as soon as possible and no later than our Office's telephone enquiry service hours.
3. The resubmission 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.
4. After contacting the JUPAS Office, you are required to pay the resubmission fee via your JUPAS account within **1 hour**.
5. After the resubmission fee has been processed and the payment record has been updated to your JUPAS account, you will be given **1 hour** to modify your programme choices based on the programme choice lists as at the deadline for updating of programme choices in any of the following options:
 - **REPLACE** up to 5 programme choices on the programme choice list with new programmes, or **ADD** a maximum of 5 new programmes to the original programme choice list, as long as the total number of programme choices does not exceed 20;

- **CHANGE** the preference order of the programme choices; and
- **DELETE** programmes from the programme choice list.

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. **PAY** Resubmission Fee

If you wish to request for a resubmission, you should contact the JUPAS Office via phone as soon as possible and no later than our Office's telephone enquiry service hours. Then you are required to pay the resubmission fee via your JUPAS account within the designated 1 hour by:

1. Credit Card; or
2. PPS by Internet.

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.

The payment interface will only be available upon contacting the JUPAS Office via phone. Please contact the JUPAS Office if you are not able to make payment within 1 hour.

1.1 **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 resubmission fee, you can click "**Print**" to print a copy for your own record.

Then you can modify your programme choices immediately.

1.2 **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 resubmission fee, you can click "**Print**" to print a copy for your own record.

Then you can modify your programme choices immediately.

2. CHECK Payment Status

After your resubmission fee has been processed, you will receive notifications of successful payment from the JUPAS Office. Please note that you **MUST** modify your programme choices within the designated 1 hour. There will **NOT** be any automatic modification of your programme choices after payment.

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.

2.1 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 resubmission fee.

2.2 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 resubmission fee you have paid on this page.

3. **CHECK Resubmission Time-slot**

Procedure (2 steps in total)

Step 1: Click "**Home**".

Step 2: You will see your **1 hour** time-slot for resubmission of modification of programme choices on this page.

You must submit your modification of programme choices within this 1 hour time-slot.

No further payment and change will be allowed after the resubmission or the resubmission time-slot.

4. **RESUBMIT** Modification of Programme Choices

After your resubmission fee has been processed, your programme choice list will be restored as at the deadline for updating of programme choices for your modification.

After this one-time only late submission or further modification, no further payment and change will be allowed.

All late submissions or further modifications **MUST** be completed by the specified deadline. No further submission will be accepted after the specified deadline.

You are advised to log on your JUPAS account again to check and confirm that your programme choices have successfully been modified and saved. Please refer to the User Guide section "11.2 Submit Request for Modification of Programme Choices" for details.

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