



**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**

## **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 / 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 / further modification (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 / or the SSSDP institutions, and is not refundable or transferable to another year / 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 / **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 / or
  - **DELETE** programmes from the programme choice list.

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### **Note**

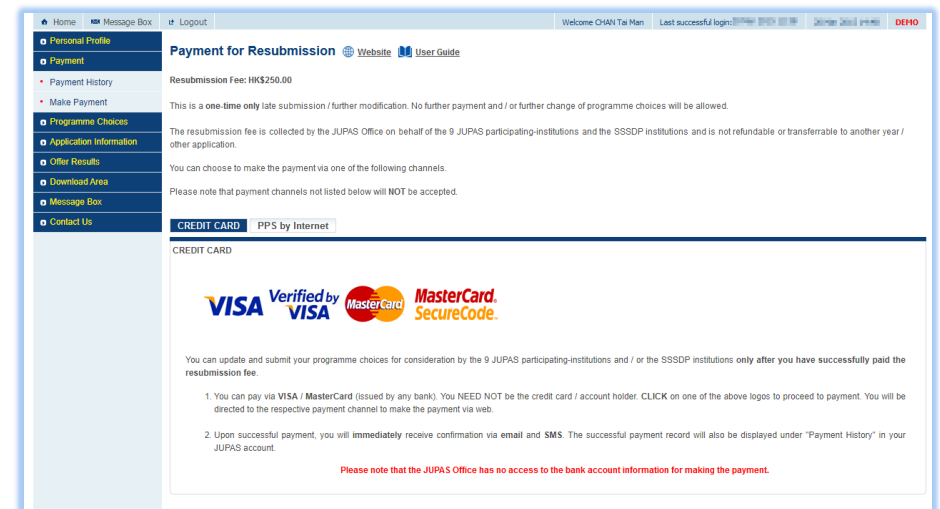
The JUPAS online application system **ONLY** supports single log-on. Please refrain from logging on your JUPAS account with multiple devices and / or browsers simultaneously to ensure data integrity.

## 1. 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 the JUPAS Office has no access to your bank account information for making the payment.



### Note

- The payment interface will only be available upon contacting the JUPAS Office via [phone](#).
- Payment channels other than above-mentioned will **NOT** be accepted.
- 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.

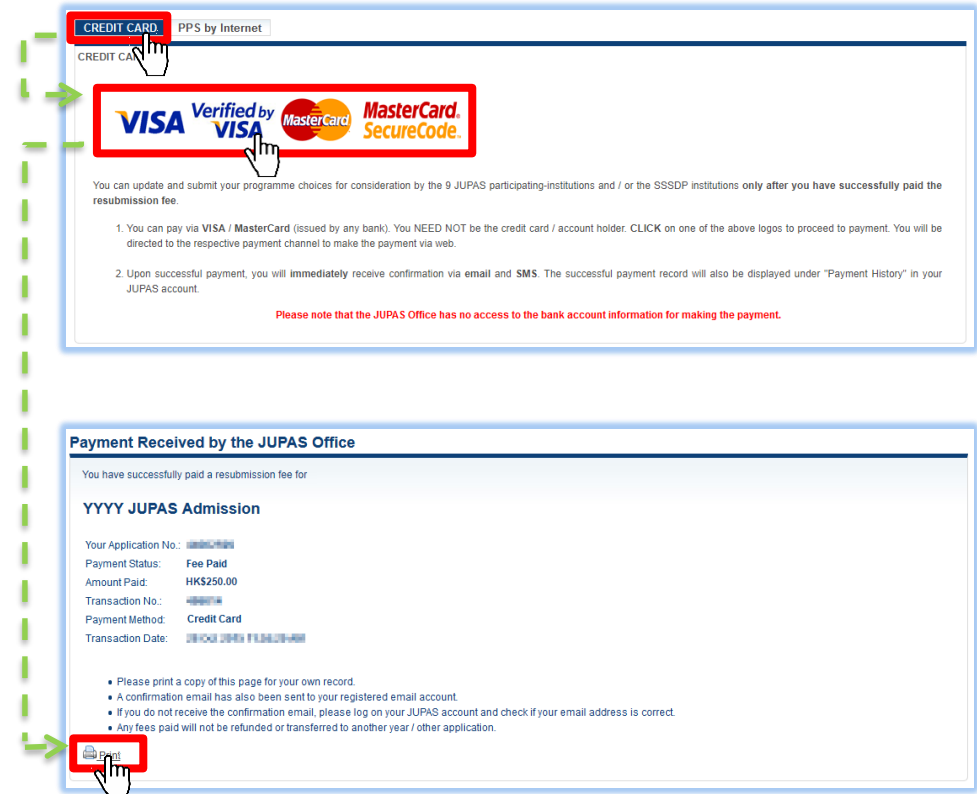
1.1.1 Click **"CREDIT CARD"**.

1.1.2 Click the relevant credit card logo.

You will be directed to the credit card payment page for making payment.

1.1.3 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.



**CREDIT CARD** PPS by Internet

CREDIT CARD

**VISA** Verified by **VISA** **MasterCard** **SecureCode**

You can update and submit your programme choices for consideration by the 9 JUPAS participating-institutions and / or the SSSDP institutions only after you have successfully paid the resubmission fee.

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.

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

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**Payment Received by the JUPAS Office**

You have successfully paid a resubmission fee for

**YYYY JUPAS Admission**

Your Application No.: [REDACTED]  
 Payment Status: **Fee Paid**  
 Amount Paid: **HK\$250.00**  
 Transaction No.: [REDACTED]  
 Payment Method: **Credit Card**  
 Transaction Date: [REDACTED]

- Please print a copy of this page for your own record.
- A confirmation email has also been sent to your registered email account.
- If you do not receive the confirmation email, please log on your JUPAS account and check if your email address is correct.
- Any fees paid will not be refunded or transferred to another year / other application.

**Print**

## 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.

1.2.1 Click **“PPS by Internet”**.

1.2.2 Click the PPS logo.

You will be directed to the PPS payment page for making payment.

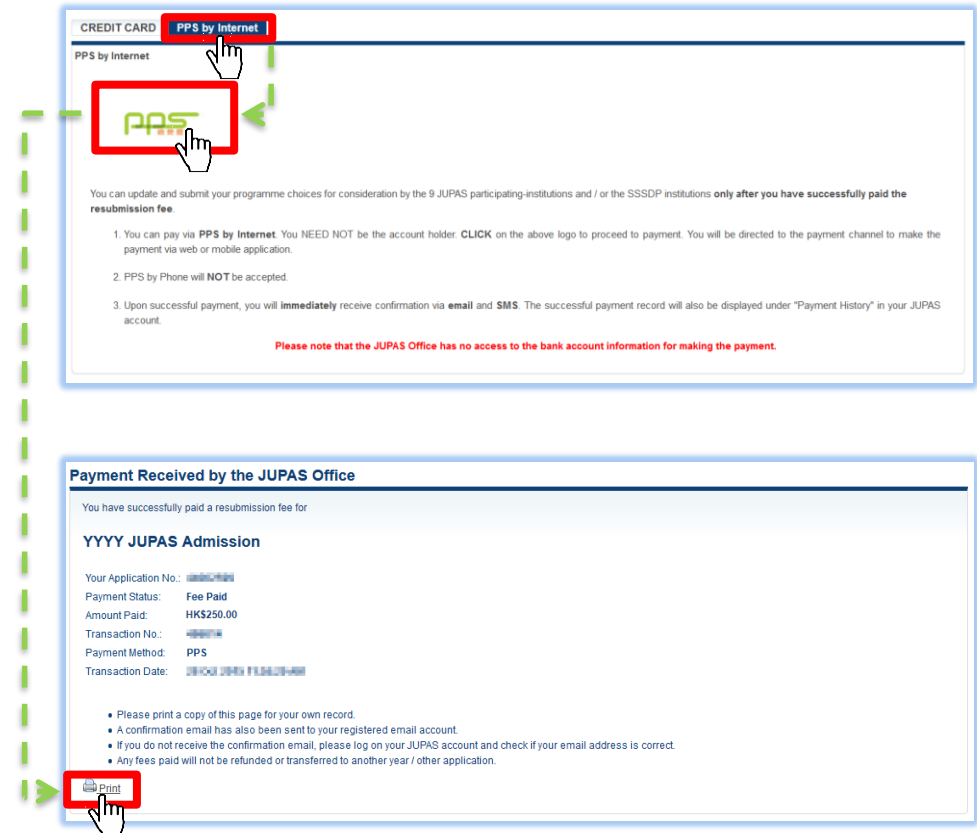


### Note

PPS by Phone is **NOT** accepted.

1.2.3 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.



The image shows two screenshots of the JUPAS website interface. The top screenshot is titled "PPS by Internet" and features a "PPS by Internet" button highlighted with a red box and a hand cursor. Below the button, there is a "PPS" logo also highlighted with a red box and a hand cursor. The text on the page states: "You can update and submit your programme choices for consideration by the 9 JUPAS participating-institutions and / or the SSSDP institutions only after you have successfully paid the resubmission fee." It lists three instructions: 1. You can pay via PPS by Internet. 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 or mobile application. 2. PPS by Phone will NOT be accepted. 3. 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 titled "Payment Received by the JUPAS Office" and shows a confirmation message: "You have successfully paid a resubmission fee for YYYY JUPAS Admission". It lists details: Your Application No., Payment Status: Fee Paid, Amount Paid: HK\$250.00, Transaction No., Payment Method: PPS, and Transaction Date. At the bottom, there is a "Print" button highlighted with a red box and a hand cursor. A vertical dashed green line connects the two screenshots, indicating the flow of the process.

## 2. CHECK Payment Status

After your resubmission fee has been processed, you will receive notifications of successful payment from the JUPAS Office.

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.

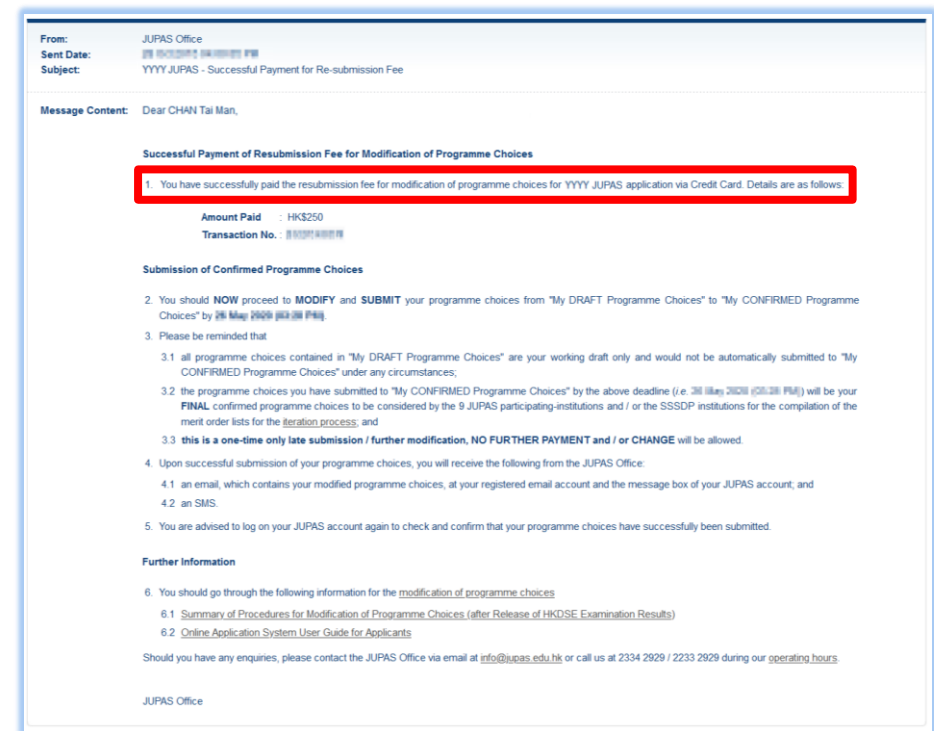
### 2.1 RECEIVE Confirmation Email and SMS

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



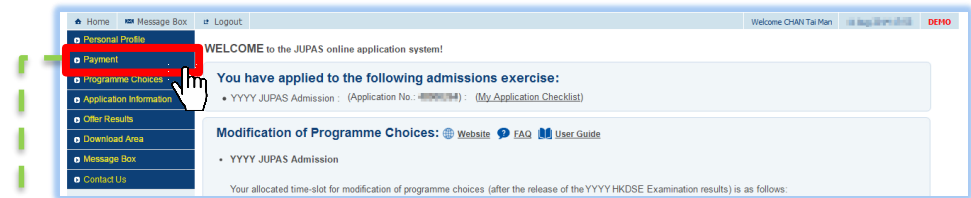
#### Note

You **MUST** modify your programme choices within the designated 1 hour. There will **NOT** be any automatic modification of your programme choices after payment.

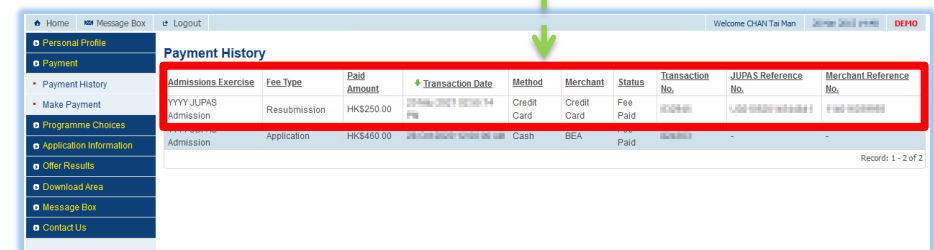


## 2.2 CHECK Payment History

### 2.2.1 Click "Payment".



### 2.2.2 You can see the details of the resubmission fee you have paid on this page.



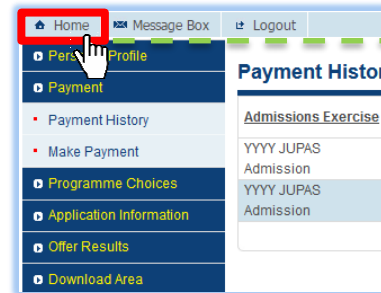
Admissions Exercise	Fee Type	Paid Amount	Transaction Date	Method	Merchant	Status	Transaction No.	JUPAS Reference No.	Merchant Reference No.
YYYY JUPAS Admission	Resubmission	HK\$250.00	20/04/2017 10:00:00 AM	Credit Card	Credit Card	Fee Paid	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Admission	Application	HK\$460.00	20/04/2017 10:00:00 AM	Cash	BEA	PAID	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX

Records: 1 - 2 of 2



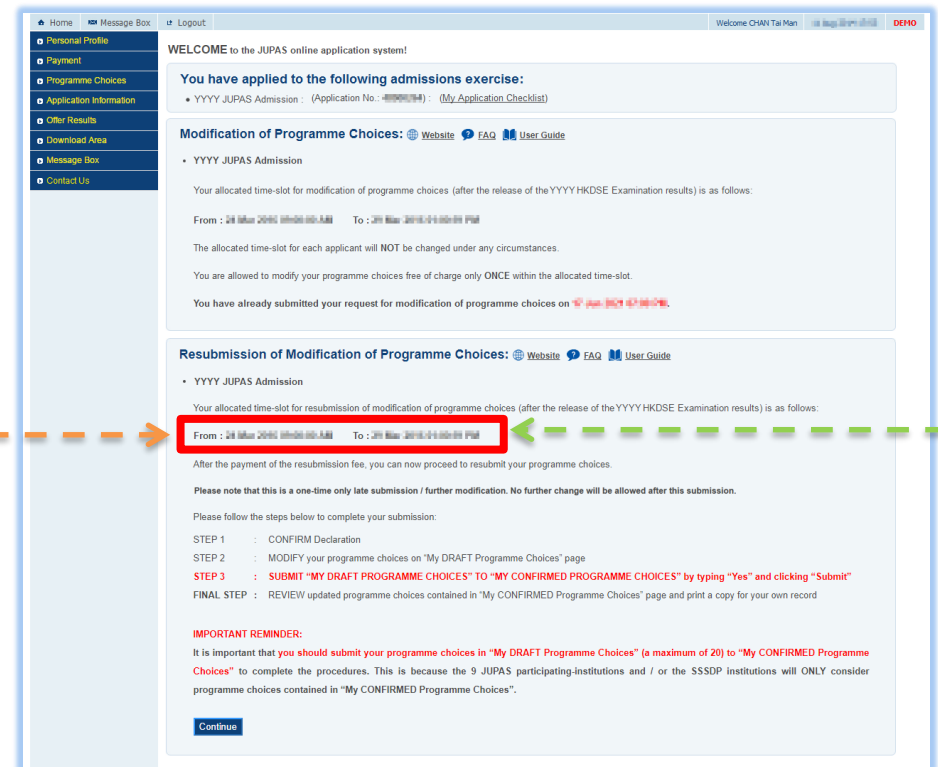
### 3. CHECK Resubmission Time-slot

3.1  Click "Home".



3.2 You will see your **1-hour** time-slot for resubmission of modification of programme choices [here](#).

You must submit your modification of programme choices within this 1-hour time-slot. **No further payment and / or change will be allowed after the resubmission / 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 / further modification, no further payment and / or change will be allowed.**

All late submissions / 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.



#### **Note**

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

