

Universiti Islam Sultan Sharif Ali Checklist

No.	Item	No. of Copy
1	HECAS Application Form [with one passport size colour photo]	3
2	Copy of Identity Card	3
3	Borang B [with one passport size colour photo]	4
4	Certified Copy related to the application	
	'O' Level Certificate	3
	'A' Level Certificate	3
	International Baccalaureate Diploma (IB) Certificate	3
	Higher National Diploma (HND) Certificate	3
	National Diploma (ND) Certificate	3
	IELTS/GP/IGCSE (English as a Second Language) Certificate	3
	Religious Primary School Certificate (Primary VI) for applications to English-Medium programmes	3

UNISSA requires **THREE SETS** of relevant hardcopy and **FOUR** copies of **Borang B**. Each set consists of a single copy for each completed HECAS application forms, certificates and relevant supporting documents.

Institut Teknologi Brunei Checklist

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1	HECAS Application Form [with one passport size colour photo]	3
2	Copy of Identity Card	3
3	Borang B [with one passport size colour photo]	4
4	Certified Copy related to the application	
	'O' Level Certificate	3
	'A' Level Certificate	3
	International Baccalaureate Diploma (IB) Certificate	3
	Higher National Diploma (HND) Certificate	3
	National Diploma (ND) Certificate	3
	IELTS/GP/IGCSE (English as a Second Language) Certificate	3
	Religious Primary School Certificate (Primary VI)	3

ITB requires **THREE SETS** of relevant hardcopy and **FOUR** copies of **Borang B**. Each set consists of a single copy of each completed HECAS application form, certified academic achievements and relevant supporting documents.

Brunei Polytechnic Checklist


No.	Item	No. of Copy
1	HECAS Application Form [with one passport size colour photo]	3
2	Copy of Identity Card	3
3	Borang B [with one passport size colour photo]	4
4	Certified Copy related to the application	
	'O' Level Certificate or its equivalent	3
	'A' Level Certificate	3
	International Baccalaureate Diploma (IB) Certificate	3
	National Diploma (ND) Certificate	3
	IELTS/GP/IGCSE (English as a Second Language) Certificate	3
	Religious Primary School Certificate (Primary VI)	3

BP requires **THREE SETS** of relevant hardcopy and **FOUR** copies of **Borang B**. Each set consists of a single copy of each completed HECAS application form, certified academic achievements and relevant supporting documents.


- 13** All photocopied academic achievements to be submitted **must be certified** by the last school/institution attended.
- 14** Applicants are advised to submit all relevant hardcopy to the institution/section they have applied to not later than 3 working days after the HECAS closing date. **All hardcopy submitted after the 3rd working day from the HECAS closing date are considered as void.**
- 15** Tracking number and password received after registration are only valid for the same year. Applicants who wish to apply again in the following year must apply as a new applicant and get a new tracking number and password.

For any query or technical issue, please email to:
admission@hecas.edu.bn

Contact:
 2384149 (Awg Ang)
 2382823 (Dyg Rosnah)



سیستم کما سوقن بر قوست قعاجین تیغکی
 SISTEM KEMASUKAN BERPUSAT PENGAJIAN TINGGI
 HIGHER EDUCATION CENTRALISED ADMISSION SYSTEM (HECAS)

Ministry of Education Brunei Darussalam
 in collaboration with


HECAS

Terms and Conditions

Scholarship (Overseas)
 UBD
 UNISSA
 ITB
 BP

Offering Diploma, Advanced Diploma, Higher National Diploma & 1st Degree programmes

Now you can
Register Online through **HECAS**

HECAS IS AN ONLINE APPLICATION SYSTEM
 THAT PROCESS ONLINE APPLICATION FOR
DIPLOMA,
ADVANCED DIPLOMA,
HIGHER NATIONAL DIPLOMA, AND
1ST DEGREE PROGRAMMES

OFFERED BY
UNIVERSITI BRUNEI DARUSSALAM (UBD),
UNIVERSITI ISLAM SULTAN SHARIF ALI (UNISSA),
INSTITUT TEKNOLOGI BRUNEI (ITB),
BRUNEI POLYTECHNIC (BP), AND
MINISTRY OF EDUCATION OVERSEAS SCHOLARSHIP

www.hecas.edu.bn

HECAS Terms and Conditions

1	The HECAS online application is opened twice a year. The 1 st Round is in February while the 2 nd Round is in August. Programmes offered during these two rounds may vary. Please refer to the HECAS portal at www.hecas.edu.bn for current programmes offered by local higher education institutions or Scholarship Section, Ministry of Education.
2	<p>The HECAS online application is opened for holders of valid Negara Brunei Darussalam identity cards (yellow, purple and green IC). However, only citizens of Negara Brunei Darussalam (yellow I.C. holders) who have at least a Credit in Bahasa Melayu in Brunei Cambridge GCE 'O' Level can apply for scholarship (local or overseas).</p> <p>HECAS does not process applications of government servants and foreign applicants. For more information on related issues, applicants can contact the Admission Office of the respective higher education institutions or Scholarship Section, Ministry of Education to inquire about the application procedures.</p> <p>For Postgraduate, Master or PhD programmes offer by local higher education institutions, applicants can go directly to the Admission Office of the respective higher education institutions to inquire about the application procedures.</p> <p>As for overseas scholarship for Master or PhD programmes, applicants can obtain the application forms from the Scholarship Section, 5th Floor, Block C of the Ministry of Education.</p>
3	Please read the ' <u>ENTRY REQUIREMENTS FOR HECAS</u> ' for the entrance requirements, including number of sitting allowed, to local higher education institutions or for overseas scholarship. Applicants are advised to APPLY ONLY TO PROGRAMME(S) RELEVANT TO THEIR QUALIFICATIONS.
4	Applicants must use their OWN identity cards to apply through HECAS. Please follow the procedures posted in the ' <u>GUIDELINES</u> ' on ways to register via your mobile phone and to fill in the HECAS online form.
5	Applicants who are currently studying in local higher education institutions or on overseas scholarship ARE NOT ALLOWED to re-apply or change to a new programme through HECAS.

6	<p>Applicants who wish to apply only for overseas scholarship MUST also apply for at least ONE programme offered by local higher education institutions.</p> <p>Applicants are only allowed to select a maximum of TWO programmes from each of the local higher education institutions (UBD, UNISSA, ITB and BP) or for overseas scholarship. The maximum number of programmes that applicants can select is SIX. The charges are based on the number of programmes selected as per below:</p> <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <thead> <tr style="background-color: green; color: white;"> <th style="padding: 5px;">No. of Programmes</th> <th style="padding: 5px;">Fee</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">1 Programme</td> <td style="text-align: center; padding: 5px;">\$5</td> </tr> <tr> <td style="text-align: center; padding: 5px;">2 Programmes</td> <td style="text-align: center; padding: 5px;">\$10</td> </tr> <tr> <td style="text-align: center; padding: 5px;">3 Programmes</td> <td style="text-align: center; padding: 5px;">\$15</td> </tr> <tr> <td style="text-align: center; padding: 5px;">4-6 Programmes</td> <td style="text-align: center; padding: 5px;">\$20</td> </tr> </tbody> </table>	No. of Programmes	Fee	1 Programme	\$5	2 Programmes	\$10	3 Programmes	\$15	4-6 Programmes	\$20
No. of Programmes	Fee										
1 Programme	\$5										
2 Programmes	\$10										
3 Programmes	\$15										
4-6 Programmes	\$20										
7	Applicants must select and enter the programmes of their choices in the order of their preference, i.e. the 1 st choice would be the most preferred by the applicant, followed by less preferred programmes as second choice, third and so on.										
8	For similar subject taken at different sittings, just enter the best grade obtained. Year obtained should be entered in accordance to what was stated in the certificate and not the date the results are announced. For example, grades obtained for Mathematics in 'A' Level June 2009 and November 2009 were 'C' and 'D' respectively. So the best grade would be 'C' and the year obtained was June 2009.										
9	The Brunei Cambridge GCE 'AS' Level qualification is not considered as Brunei Cambridge GCE 'A' Level qualification in deciding the application status of applicants for a place of study.										
10	<p>Applicants are reminded not to submit their HECAS form online if their details are not complete. Before the closing date, applicants can always login and edit their information as long as they have not submitted their HECAS form online.</p> <p>It is the responsibility of every applicant to make sure all information entered is correct and complete. Higher education institutions and Scholarship Section of Ministry of Education Brunei Darussalam reserve the right to REJECT applications which are incomplete, contained false information or received after the 3rd working day from the closing date.</p>										
11	Once submitted successfully, applicants are required to print out their HECAS online forms and submit them with their relevant documents to the institution/section they have applied to. For example, if an applicant applied to UBD and ITB, then he/she needs to send all relevant hardcopy to UBD and ITB.										

12 Please refer to the following checklist on relevant documents to be submitted to the institution/section concerned.

Scholarship Section Checklist

No.	Item	No. of Copy
1	HECAS Application Form [with one passport size colour photo]	1
2	Copy of Identity Card	1
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4	Certified Copy related to the application	
	'O' Level Certificate	1
	'A' Level Certificate	1
	International Baccalaureate Diploma (IB) Certificate	1
	Higher National Diploma (HND) Certificate	1
	National Diploma (ND) Certificate	1
	IELTS/GP/IGCSE (English as a Second Language) Certificate	1
	Course Offer Letter	1
	Course Contents	1

Scholarship Section, Ministry of Education, requires only **ONE SET** of relevant hardcopy and **FOUR** copies of **Borang B** even if applicants apply to 2 programmes. Each set consists of a single copy for each completed HECAS application forms, certificates and relevant supporting documents.

Universiti Brunei Darussalam Checklist

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UBD requires **THREE SETS** of relevant hardcopy and **FOUR** copies of **Borang B**. Each set consists of a single copy for each completed HECAS application forms, certificates and relevant supporting documents.