

POLITEKNIK BRUNEI 2018 CHECKLIST

No.	Item	No. of Copy	Please Tick (✓)
i	HECAS Application Form	1	<input type="checkbox"/>
ii	Brunei Smart Identity Card	1	<input type="checkbox"/>
iii	Borang B	1	<input type="checkbox"/>
iv	Relevant academic result slip/certificate [where applicable]:		
	• GCE 'O' Level or equivalent	1	<input type="checkbox"/>
	• GCE 'A' Level or equivalent	1	<input type="checkbox"/>
	• National Diploma / Diploma / HNTec or equivalent	1	<input type="checkbox"/>
	• Course/qualification accreditation letter from Brunei Darussalam's National Accreditation Council (non-local qualifications)	1	<input type="checkbox"/>
	• English Language proficiency certificate (e.g. IELTS, TOEFL, GP, IGSE)	1	<input type="checkbox"/>

APPLYING TO POLITEKNIK BRUNEI

1. Apply ONLINE by visiting the HECAS portal at www.hecas.edu.bn (Complete all the details required in the all sections of the HECAS online form and remember to click **Submit** at the end)
2. Save a softcopy of the submitted HECAS application form in PDF format.
3. Scan the relevant academic result slips/certificates and documents, and save a softcopy in PDF format.
4. Submit the softcopies (No 2 and 3 above) via email to admission@pb.edu.bn.

ADDITIONAL NOTES:

- Documents must be scanned in colour from the original (Scans from a photocopy or a faxed copy are not accepted);
- Documents must be scanned at the original size;
- Where a document has stamps, seals or text on both sides of the page, then both sides must be scanned;
- Scanned documents must be in PDF format.