

# HECAS ONLINE FORM (SAMPLE)

## 1. FRONT PAGE



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### HECAS PORTAL

#### Submission of Application

- (1) Please refer to the following documents / information while filling in the form:
  - i) Examination certificates
  - ii) Personal and parents' details
  - iii) Programme(s) name and Institution(s) to be applied
- (2) Please fill in the application checklist. After completing the sections, please declare and submit your application form.
- (3) 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 closing date.
- (4) Please check and verify all information before submitting.

#### Application Checklist



This is a checklist of your application. A tick (✓) will appear once each section has been completed.

Click on the section headings below to complete an application section.

[Section A - Personal Details](#)

[Section B - Academic Achievements](#)

[Section C - Applications in Order of Preference](#)

Sample

#### Declaration

I confirm that the information given on this application is true, complete and accurate and no information/material requested by the system has been omitted. I accept that, if I do not fully comply with these requirements, MOE/Higher Education Institutions shall have the right to reject my application and I shall have no claim against MOE or any higher education institution in relation thereto.

Applicants who have successfully registered and submitted the HECAS application forms are required to print out the forms and submit these forms together with their photocopied identification cards, birth certificates and relevant academic achievements such as Cambridge GCE 'O' level, Cambridge GCE 'A' Level, National Diploma, Higher National Diploma and others to the institution they have applied to. All photocopied academic achievements to be submitted **must be certified** by the last school/institution attended.

**Applicants are NOT allowed to make any changes after they have submitted the form.**

[Submit Application](#)

## 2. SECTION A: PERSONAL DETAILS

### SECTION A. MAKLUMAT PERIBADI (PERSONAL DETAILS)

Nama Pemohon (Applicant's Name) \* :

Nombor Kad Pintar (Identity Card) \* :

Warna (Colour) \* :

Nombor Pasport (Passport No.) :

Jantina (Gender) \* :

Bangsa (Race) \* :

Tarikh Lahir (Date Of Birth) \* : Day :  Month :  Year :

Alamat Persuratan (Postal Address) \* :

Poskod (Postcode) \* :

Nombor Telefon #1 (Telephone No. #1) \* :

Nombor Telefon #2 (Telephone No. #2) \* :

Emel #1 (Email #1) \* :

Emel #2 (Email #2) \* :

Tempat Belajar (Sekolah) Terakhir (Name Of Last School Attended) \* :

Other. Please specify in the box provided below.  
Other, please specify:

KEPERLUAN KHAS atau memerlukan bantuan disebabkan ketidakupayaan (SPECIAL NEEDS or support required as a consequence of any disability or medical condition e.g. learning disabilities, hearing impaired, visual impaired, etc) :

Sample

Bapa/Penjaga (Father/Guardian)

Nama (Name) \* :

Nombor Kad Pintar/Nombor Pasport (Identity Card/Passport No.) \* :

Nombor Telefon (Telephone No.) \* :

Ibu (Mother)

Nama (Name) :

Nombor Kad Pintar/Nombor Pasport (Identity Card/Passport No.) :

Nombor Telefon (Telephone No.) :

Have you been awarded scholarship before? :  No  
 Yes. Please state the name of institution, course name and year

Have you been terminated from any university/institution? :  No  
 Yes. Please state the name of institution, course name and year

\*: indicates compulsory field.

Print Preview

Save and Check

Close

### 3. SECTION B: ACADEMIC ACHIEVEMENTS

#### SECTION B. PENCAPAIAN AKADEMIK (ACADEMIC ACHIEVEMENTS)

##### Add Academic Achievements

Please click Add to enter your academic achievements. After you clicked Add, a Pop-Up blocked message would appear. Please temporarily allow or turn off the Pop-Up Blocker in your web browser to proceed. Once you have selected your First Qualification and Second Qualification examinations and return to SECTION B, click on 'Nama Peperiksaan (Title of Examination)' to enter your grades.

For similar subject taken at different sittings, just enter the best grade obtained. 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.

##### Delete Academic Achievements

Please select the examination and click Delete to remove it from your list

##### Year Obtained

Year obtained should be entered in accordance to what was stated in the certificate and not the date the result is announced. Once you've selected your month and year, just click on any day to proceed to the next process.

Nama Peperiksaan (Title of Examination)	Kod Mata Pelajaran (Subject Code)	Mata Pelajaran (Subject)	Grad (Grade)	Tahun Diperolehi (Year Obtained)	#

No data to display


Page 1 of 0 (0 items) < >

Add

#### OTHER EXAMINATION RESULTS

IELTS :  TOEFL :   
 International Baccalaureate :  General Paper :

\* STPUB Overall Result (Applicant who took the STPUB **must** enter the overall result here) :

Other Examination Results  :

\*For qualifications not listed (e.g. AQA, Edexcel, LCCI, BTEC, NCC, etc), please enter them in the Examination Results box provided in Section B by including the following: {Name of qualification(s), subject name(s), grade(s) and year(s) obtained}

#### BDTVEC NATIONAL DIPLOMA (ND)

Check if applicable (for ND)

Title of ND Programme :

Year Obtained : Month  Year

No. of Distinction :  No. of Merit :

No. of Pass :  No. of Fail :

\* Grades obtained for common skills are not to be included  
 Applicant is required to enter number of grades obtained for the ND programme

#### BDTVEC HIGHER NATIONAL DIPLOMA (HND)

Check if applicable (for HND)

Title of HND Programme :

Year Obtained : Month  Year

No. of Distinction :  No. of Merit :

No. of Pass :  No. of Fail :

\* Grades obtained for common skills are not to be included  
 Applicant is required to enter number of grades obtained for the HND programme

#### ADVANCED DIPLOMA (AD) / DIPLOMA (D)

Check if applicable (for AD/D)

Title of AD/D Programme :

Year Obtained : Month  Year

No. of High Distinction :  No. of Distinction :

No. of High Merit :  No. of Merit :

No. of Pass :  No. of Fail :

Cumulative Grade Pont Average (CGPA) :   
 \* Applicant is required to enter number of grades obtained for the AD programme.

Print Preview Save and Check Close

#### 4. SECTION C: APPLICATIONS IN ORDER OF PREFERENCE

##### SECTION C. PERMOHONAN MENGIKUT KEUTAMAAN (APPLICATIONS IN ORDER OF PREFERENCE)

(Applicants are advised to apply ONLY TO PROGRAMME(S) RELEVANT TO THEIR QUALIFICATIONS.

Please click 'ENTRY REQUIREMENTS FOR HECAS' to check whether you are qualified or not before selecting your programme)

Pilihan (Choice No.) : 1  
Nama Institusi (Institution Name) : [Select]   
Nama Kursus/Program (Course/Programme Title) : [Select]

Pilihan (Choice No.) : 2  
Nama Institusi (Institution Name) : [Select]   
Nama Kursus/Program (Course/Programme Title) : [Select]

Pilihan (Choice No.) : 3  
Nama Institusi (Institution Name) : [Select]   
Nama Kursus/Program (Course/Programme Title) : [Select]

**Only Available for yellow IC.**  
Scholarship is only available for yellow ic holder.

**Minimum one local institution**  
Applicants who wish to apply for overseas scholarship must also apply to at least one local higher education institution.

**Maximum 6 programmes**  
Applicant can have a maximum of 6 programmes.

Send "hecas add [no of programmes] [ic no]" to 8835555 to add more programme.

**Maximum 2 programmes for each institution**  
Applicant can only apply a maximum of 2 programmes for each institution.