

# DOCUMENTS CHECKLIST

Before attempting to begin the online application at Politeknik Brunei Admission System (PBAS) [<http://bit.ly/PBAdmission>], all applicants are to ensure to have **digital copies** of the following documents ready:

ITEM		SPECIFICATION	
1	Applicant Passport Sized Photo	Format:	JPEG format (*.jpeg, *.jpg, *.png)
		Minimum Resolution:	500px (width) x 644px (height)
		Maximum File Size:	1MB
2	Identity Card (I.C.) /Passport	Format:	As image (*.jpeg, *.jpg, *.png) or PDF (.pdf)
		Maximum File Size:	10MB
3	O-Level Certificate	Format:	As image (*.jpeg, *.jpg, *.png) and compiled into PDF (.pdf) for multiple pages
		Maximum File Size:	10MB
4	A-Level Certificate (If Applicable)	Format:	As image (*.jpeg, *.jpg, *.png) and compiled into PDF (.pdf) for multiple pages
		Maximum File Size:	10MB
5	Diploma/National Diploma/ HNTec (If Applicable) a) Certificate b) Transcript	Format:	As image (*.jpeg, *.jpg, *.png) and compiled into PDF (.pdf) for multiple pages
		Maximum File Size:	10MB
6	English Language proficiency certificate, if other than GCE/IGCSE O Level (IELTS/TOEFL) (If Applicable)	Format:	As image (*.jpeg, *.jpg, *.png) and compiled into PDF (.pdf) for multiple pages
		Maximum File Size:	10MB
7	Portfolio (If applicable) If you are applying for Diploma in Interior Design; you are required to provide copy of or link to your portfolio. If your file is too large, please provide accessible link to your Portfolio	Format:	As image (*.jpeg, *.jpg, *.png) and compiled into PDF (.pdf) for multiple pages
		Maximum File Size:	10MB
8	Borang A (for Brunei In-Service Scheme (LDP) Applicants <u>ONLY</u> )	Format:	<b><u>PDF (.pdf) format or Hardcopy</u></b> to be submitted to: Politeknik Brunei, Registrar & Secretariat Office, Block 2E, Ong Sum Ping Condominium

- NOTE:**
- Documents must be scanned in color from the original (Scans from a photocopy or a faxed copy are not accepted);
  - Where a document has stamps, seals or text on both sides of the page, then both sides must be scanned
- ! HELP:** You may use online file converter to convert multiple images into one single pdf file by simply Google search **Free JPEG to PDF File Converter**
- More information on entry requirements can be obtained via this link** <http://bit.ly/PBAdmission>