

FAQ: HECAS ONLINE FORM SUBMISSION

1. Queries regarding HECAS can be emailed to ask.hecas@moe.gov.bn. Please provide your full name, IC number, phone number and a brief description of your problem/issue so that we can assist you.
2. What is HECAS Online Form?
Ans: HECAS Online Form must be completed and submitted by applicants who wish to apply to Public Higher Education Institutions including UBD, UNISSA, UTB, PB and Overseas Scholarship under Ministry of Education. The 3 sections must be completed as follows:
 - 2.1 Section A. Personal Details
 - 2.2 Section B. Academic Achievements.
 - 2.3 Section C. Applications in Order of Preference
3. Can I submit an incomplete HECAS Online Form?
Ans: No, you cannot submit an incomplete form. However, your form will be auto-saved if you log out. You may resume and complete your form the next time you log in.
4. I have submitted my HECAS Online Form, can I change/ amend/ update information in the form?
Ans: Yes, you may change/amend/update your HECAS Online Form before the closing date. After editing, you must submit your application online again.

Section A. Personal Details

5. Have I been awarded scholarship before?
Ans: Yes, if you have received a scholarship/allowance while studying in one of these institutions:
 - (a) Public Higher Education Institutions (UBD, UNISSA, UTB, PB and IBTE)
 - (b) Private Higher Education Institutions (including and not limited to IGS, Cosmopolitan College, Kemuda Institute, Micronet International College, Laksamana College, HADtech and JPMC College).
 - (c) Overseas Scholarship under Ministry of Education.
6. Have I been terminated from any universities/ institutions?
Ans: Yes if you have been terminated from any of these universities/institutions:
 - (a) Public Higher Education Institutions (UBD, UNISSA, UTB, PB and IBTE)
 - (b) Private Higher Education Institutions (including and not limited to IGS, Cosmopolitan College, Kemuda Institute, Micronet International College, Laksamana College, HADtech and JPMC College).
 - (c) Overseas Scholarship under Ministry of Education.
7. Does Skim Bantuan Pinjaman Pendidikan (SBPP) is considered as award of scholarship?
Ans: No, it is not an award of scholarship. Moreover, termination from SBPP does not affect your application through HECAS.

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Section B. Academic Achievements.

8. How do I enter my qualification?

Ans: Click "Add Examination Result" and select the type of examination to enter the subject taken one at a time. Repeat this process until all results are entered..

9. Can enter my predicted result?

Ans: Yes, you may use predicted result issued by Jerudong International School and International School Brunei.

10. What qualification is mandatory to be included in the examination result?

Ans: You must include GCE O Level Bahasa Melayu result even if it is not a credit. It is also advisable to include GCE O Level English and its equivalent.

11. My subject code is not available, where do I enter my result?

Ans: You may enter it in the Other Examination Result. The format is as follows:

[Name of Qualification(s); Subject Name(s); Grade(s); and Year(s) Obtained]

12. Can I use my GCE 'AS' Level qualification instead of GCE 'A' Level qualification?

Ans: No, you cannot. GCE 'AS' Level is not considered as GCE 'A' Level.

13. How many sittings are allowed for my 'A' Level qualification?

Ans: The number of sittings for 'A' Level qualification varies across institutions. For more information on related issues, applicants can check the "ENTRY REQUIREMENTS" link found on hecas.moe.gov.bn.

14. I have submitted my form, but can I change/ amend/ update my qualification?

Ans: You may change/amend/update your HECAS Online Form before the closing date. After editing, you must submit your application online again.

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Section C. Applications in Order of Preference

15. How many choices can I add?

Ans: (a) If you apply for Overseas Scholarship, you can add a minimum of 2 programmes and a maximum of 5 programmes. (b) If you apply to local institutions, you can add a minimum of one programme and a maximum of 4 programmes. The programmes you apply for in HECAS must be exactly the same as those you state in UBD's OASYS, UTB's Apply@UTB and Politeknik Brunei's PBAS.

For example, applicants applying to local HEIs only can select up to FOUR (4) programmes.

Institution/Student	Student A	Student B	Student C	Student D	Student E
UBD	1	2			2
UNISSA	1		1		
UTB	1	2			1
PB	1			2	
Total Applied	4	4	1	2	3
Charge	20	20	5	10	15

For example, applicants applying to Overseas Scholarship under Ministry of Education can select up to FIVE (5) programmes.

Institution/Student	Student A	Student B	Student C	Student D	Student E
UBD	1	2			2
UNISSA	1	1	1		
UTB	1	2		2	1
PB	1				
Overseas Scholarship	1	1	1	1	1
Total Applied	5	5	2	3	4
Fee	20	20	5	10	15

16. What does Choice 1 means?

Ans: Choice 1 is the programme that you prefer the most [Top choice/most preferred](#)) and the other choices are your back-ups.

17. Why did I receive an error message when I only chose One (1) programmes under "Scholarship Section MOE" in SECTION C?

Ans: Applicants who wish to apply for overseas scholarship must also apply for at least one programme offered by local higher education institutions.

18. Why can't I select my choices under "Scholarship"?

Ans: Make sure you have selected the colour of your IC number in SECTION A. Only Yellow IC holders (Brunei Citizens) may apply for scholarship.

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19. I registered and paid for 4 programmes and decided to only submit 2 programmes. Can I remove the unwanted programmes?

Ans: Yes, you can remove programmes at SECTION C by clicking the "Remove Preference" button. However, once a programme is removed, the fee is non-refundable.

20. How do I add more programmes prior to final submission of my HECAS application?

Ans: You can always add programmes and make the necessary payment before the closing date of HECAS.

21. Will my HECAS application be accepted if it is submitted after the deadline?

Ans: No, your HECAS application will be considered as void. Higher Education Institutions and Department of Scholarship Management, Ministry of Education Brunei Darussalam reserve the right to reject applications that are incomplete, contain false information or hard copies received after HECAS closing date.

Printing

22. Where do I submit my printed HECAS Online Form?

Ans: You need to submit your printed HECAS Online Form in the following situations:

- (a) When you are paying at one of HECAS Cash Payment Counters.
- (b) When the institutions you applied to require a hard copy. Please refer to the Institution Checklist available on the website: hecas.moe.gov.bn.
- (c) When you are unsuccessful in entering any of your applied institutions and need to appeal.
- (d) As your reference in case you need to make an enquiry in the future.

23. Is it sufficient to save HECAS Online Form as PDF without printing?

Ans: Yes, it is sufficient to save it. Printing is optional.