

## **FAQ: Institution Checklist**

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 Institution Checklist?  
Ans: The Institution Checklist shows the list of supporting documents that you need to:
  - 2.1 upload or email to the institution's admission system;
  - 2.2 email as soft copies; and/or
  - 2.3 submit as hard copies to the institutions.
3. What is supporting document?  
Ans: These will be listed in the Institution Checklist and usually include HECAS Online Form, Identity Card, and Certificates.
4. Will my application be process if I only apply HECAS without fulfilling the Institution Checklist?  
Ans: No, HECAS and Higher Education Institutions (HEIs) will not process your applications. Applicants are required to fulfill the Institution Checklist. As stated, a complete application to UBD, UNISSA, UTB and PB must include the following:
  - 4.1 Submission of HECAS Online Form before the closing date of HECAS;
  - 4.2 Full payment via BIBD Online App or cash at the designated counters before the closing date of HECAS; and
  - 4.3 Fulfilling the Institution Checklist.
5. Will my application be process if I only apply OASYS, Apply@UTB and PBAS without submitting HECAS?  
Ans: No, HECAS and HEIs will not process your applications. Applicants are required to submit their applications to HECAS and the institutions. As stated, a complete application to UBD, UNISSA, UTB and PB must include the following:
  - 5.1 Submission of HECAS Online Form before the closing date of HECAS;
  - 5.2 Full payment via BIBD Online App or cash at the designated counters before the closing date of HECAS; and
  - 5.3 Fulfilling the Institution Checklist.
6. How do I upload and/ or email my supporting documents?  
Ans: You need to scan your original Identity Card and Certificates. Then, you may upload and email them.
7. Can I submit photocopied supporting documents?  
Ans: Yes, all photocopied certificates and statements of result to be submitted or emailed must be certified by the last school/institution you attended.

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8. I need to state my programme choice in OASYS, Apply@UTB and/ or PBAS, what should I enter?  
Ans: The name and number of programmes you entered in OASYS, Apply@UTB and/ or PBAS must be exactly the same as the ones you submitted in HECAS Online Form.
9. I have submitted my OASYS, Apply@UTB and/ or PBAS, how do I change my programme choice?  
Ans: You need to go to UBD, UTB and/or PB to change your programme. However, if the respective institutions cannot accommodate your request, you need to ensure your programme choice in HECAS is correct and submit your HECAS Online Form to the institutions via hard copy or soft copy.
10. What is HECAS ID?  
Ans: HECAS ID is the reference no. (*Rujukan*) at the top left of your HECAS Online Form.
11. Where do I submit Borang B?  
Ans: You need to read the Institution Checklist to see if they require Borang B. If they did not mention Borang B, you do not need to submit it.
12. Does HECAS need Borang B?  
Ans: No, HECAS does not require the submission of Borang B. You do not need to email it to [ask.hecas@moe.gov.bn](mailto:ask.hecas@moe.gov.bn).

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