## **STEP2.1: HECAS ONLINE FORM**

After successful registration, applicants can now access the HECAS online form. The HECAS online form has 3 main sections namely **Section A: Personal Details, Section B: Academic Achievements** and **Section C: Applications in Order of Preference**.

#### **SECTION A: PERSONAL DETAILS**

i) Applicants must enter their personal details in the form provided and make sure all compulsory fields (marked with \*) are filled in. Once Section A is completed, scroll down to continue with Section B and Section C.

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	If the IC Number stated is not your IC Number, you have registered with the wrong IC Number. you need to con	tact HECAS support for further act
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antina (Gender)*	: [Select]	•
angsa (Race)*	: [Select]	•
arikh Lahir (Date Of Birth)*	: Day: [Select] - Month: [Select] -	Year: [Select] •
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### **SECTION B: ACADEMIC ACHIEVEMENTS**

Add Academic Achievements					
nase click 'Add Examination Result' to enter your acar	dentic achievements-				
er similar subject taken at different sittings, just enter Itained vas Jone 2009.	r the best grade obtai	red. For example, grades obtained for Nathematics in W Level June	2009 and November 2009 w	ere 'C' and 'D' respectively. So the best grade would be 'C	2 and the year
ear Obtained					
rear Obtained" should be entered in accordance to wh	set was stated in the o	artificate and not the data the result is announced.			
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ma/Technical Certificate Result					
		No Programmes Results Added. Please olick "Add Diploma/Technical Ce	tifuete Result" if applicable.		
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i) Click "Add Examination Result" button to select qualification type, follow by the subject code and name, grade obtained and year obtained.

Add Academic Achievements				
Rease click 'Add Examination Result' to enter you	ir academic achievements.			
for similar subject taken at different sittings, just D' respectively. So the best grade would be 'C' a	t enter the best grade obtained. For example, grades obt nd the year obtained was June 2009.	ained for Mathematics	in 'A' Level June 2009 and November 2009 w	ere 'C' a
Year Obtained 'Year Obtained" should be entered in accordance	to what was stated in the certificate and not the date th	e result is announced.		200
Year Obtained* should be entered in accordance Name Peperksaan (Title of Examination)	to what was stated in the certificate and not the date th Ked Mata Pelajaran & Mata Pelajaran (Subject Code & Subject)	e result is announced. Gred (Grade)	Tahun Dipersishi (Year Obtained)	

ii) Once the button is clicked, a window will appear for applicants to select and enter their qualifications. Continue clicking the "Add Examination Result" until applicants have completed entering all qualifications.

For similar subject taken at different sittings, just o D' respectively. So the best grade would be 'C' an	nter the best grade obtained. For example, grades obta the year obtained was June 2009.	ned for Mathem	natics in 'A' Level June 2	2009 and November 2	2009 were	'C' an
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iii) For applicants with Diploma or technical certificates, they can enter their qualifications by clicking on "Add Diploma/Technical Certificate Result" button.

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100111051	No Programmes Results Added. Please click "Add Diploma/Technical Certificate Result" if applicable.

iv) A window will appear for applicants to select and enter their Diploma or technical qualifications.

Diploma Type	[Select]		
Name of Diploma Programme		TINE (PONCINENTIA)	TRETING /POWEINE
	The second		
fear Obtained	Month: [Select Month]	▼ Year: [Select Year]	• Intu <i>r</i> . • • • • • • • • • • • • • • • • • • •
Nanco ontor the ru	mber of times each grade(s) is obtained		

v) Applicants can enter the result of their IELTS/TOEFL/International Baccalaureate/General Paper/ STPUB Overall Result in the box provided.

IELTS		TOEFL	-	
International Baccalaureate	5 - [	General Paper	10	
STPUB Overall Result (Applicant who	took the STPUB <u>must</u> enter the overall result here)	-SELECT-		

vi) For qualifications not listed in Section B, applicants can type their results in the 'Other Examination Results' box provided in Section B by including these details:



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

### SECTION C: APPLICATIONS IN ORDER OF PREFERENCE

		Pilihan (Choice No.)		1		
Minimum one local	Institution	Nama Institusi (Institution Name)	ne/amit	[Select]		
verseas scholarship mu at least one local higher	st also apply to education	(Course/Programme Title)		[Select]		
nstitution.					Rem	ove Preference
Maximum 6 progra	mmes ximum of 6	Add Programme Choice	CONFIDE	TIA	Registration Cost : B Amount Paid:	ND 0.0 BND .0
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1 Programme \$	\$5	/11:311116/601				
2 Programmes \$	\$10	STILE/COLFIDE				
3 Programme \$	\$15	ING/CONFINEN				
4-6 Programme	\$20	E/CONFINENTI				
Maximum 2 progra	mmes for					
ach institution exo Scholarship Section	cept for 1	FUNPIUENTIAL/				
or overseas scholarship,	, applicant can amme	<b>FIDENTIAL/TES</b>				

- Applicants must select and enter their programmes choices in the order of their preference, i.e. the first (1<sup>st</sup>) choice would be the most preferred by the applicant, followed by less preferred programmes as second choice, third and so on.
- The selection "Scholarship Section MOE" is only available for Yellow IC holders. Make sure you have entered your IC colour (yellow) in Section A for this selection to be available. Applicants can only select **ONE** programme for overseas scholarship under Scholarship Section MOE.
- iii) Applicants who wish to apply for overseas scholarship **MUST** also apply for **at least ONE** programme offered by local higher education institutions.
- iv) Applicants could reduce and delete the number of programme registered by clicking the "Remove Preference" button. However, once a programme choice is removed, applicants will lose that slot and the fee is non-refundable.

	Pilihan (Choice No.)		1	
Minimum one local institution	Nama Institusi (nattation Name)	ie merte	[Select]	
Applicants who wish to apply for overseas scholarship must also apply to at least one least blaber adverting	(Course/Programme Title)		[Select]	

v) The total amount that an applicant has to pay is based on the number of programme(s) he or she applied.

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ogrammes.	maximum or o	(Course/Programme Title)		
ur final payment w	ill be based on the	(compart regramme rand)	Bachelor of Business	
mber of programm	es chosen.	LITESTICS/200		Remove Preference
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2 Programmes	\$10			
-		Applicants are required to	click 'submit' button before mak	king any
3 Programme	\$15	payments. Failure to do se	o will result in application not being	ng processed.
4-6 Programme	\$20	There is outstanding hala	ace that are still not settled Pleas	e follow the
			the second are still not settled. Fleas	
aximum 2 prod	grammes for	instructions below to pay	the outstanding balance of this a	pplication.
ch institution	except for			
notarship Sect	lion	Click Here For Instruction	5.	
r overseas scholars ly apply for ONE p	hip, applicant can rogramme.		<u>-</u> .	

# **STEP 2.2: PRINTING**

- i) Applicants may submit by ticking the Declaration box and click "Submit" button.
- ii) It is important for applicants to save softcopy of their form or print hardcopy for the submission to the institution and for safekeeping.
- iii) To print completed HECAS online form, applicant can login and click "Print/View Details".

	2022 INTAKE
019 Intake hosen Programmes (Last updated:2019-02 ENGINEERUNG & TECHNO Bachelor of Engine Print/View Details	Hons) in Surveying And Mapping Science @ Scholarship nical Engineering @ UTB
Applicants are required making any payments. I application not being pr There is outstanding ba Please follow the instru outstanding balance of <u>Click Here For Instruction</u> If you have paid via BIE	to click 'submit' button before Failure to do so will result in rocessed. lance that are still not settled. ctions below to pay the this application. ons. BD Online, your balance will be

iv) Then click "Print" to print the completed HECAS online form.

		Print
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### **STEP 2.3: EDIT SUBMITTED FORM**

i. Applicants may edit Section A, B and C of their submitted form before the closing date of HECAS.



- Applicants may reduce and delete the number of programme registered by clicking the "Remove Preference" button. However, once a programme choice is removed, applicants will lose that slot and the fee is non-refundable.
- Applicants may add more programmes and the outstanding balance will be reflected in the form. Applicants must settle the additional payment before the closing date of HECAS.

Minimum one local institution Applicants who wish to apply for overseas scholarship must also apply to at least one local higher education institution.	Pilihan (Choice No.)				
	Nama Institusi Instrution Name) (Course/Programme Title)	ne <i>l</i> em <sup>s</sup>	[Select]		
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our final payment will be based on the umber of programmes chosen.	1.7 1 53 1 1 1.67 5 0				
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