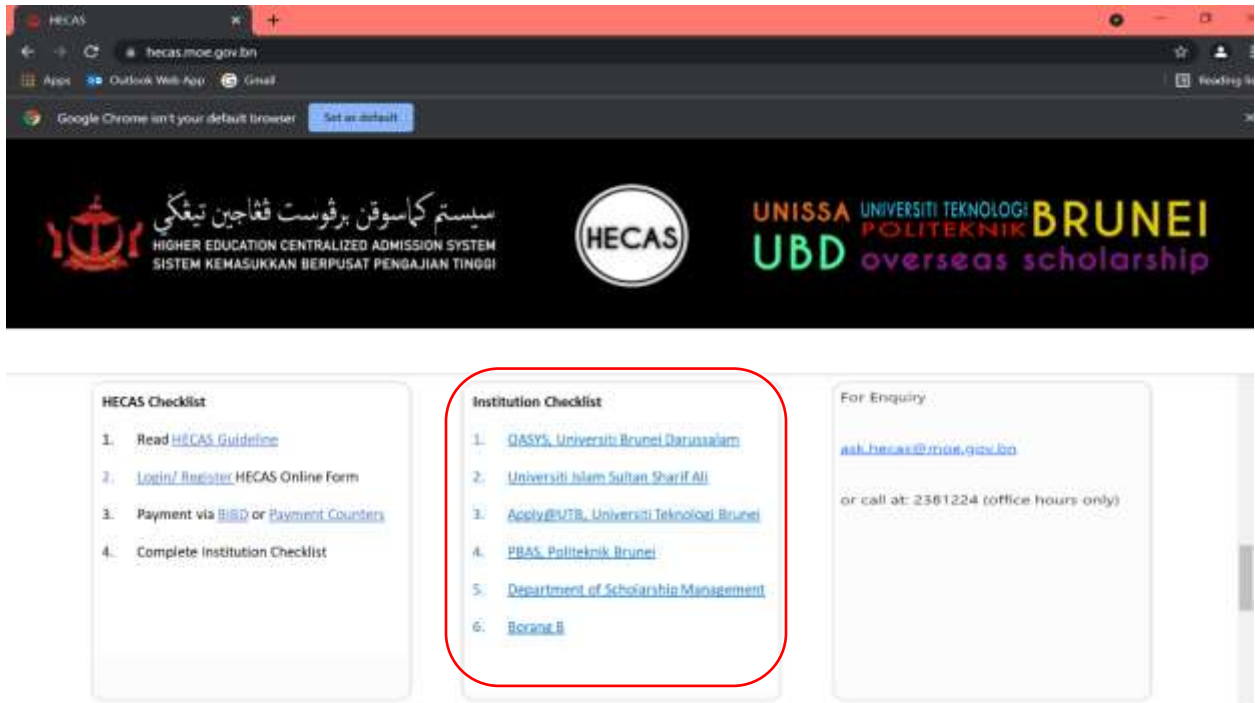


STEP 1: INSTITUTION CHECKLIST

i) Institution Checklist is available in the HECAS website:



- ii) Click on the link(s) of the institution(s) you applied to.
- iii) The checklist will guide you on list of documents the institution require: You may be either be instructed to:
- Upload the documents to their admission system such as OASYS, Apply@UTB and PBAS.
 - Submit the hard copy to the address indicated by the institution.
 - Email the soft copy to the email address indicated by the institution.
- iv) All scanned academic achievements including certificates, statement of result or identity card must be in color from the original.
- v) All photocopied academic achievements submitted or emailed must be certified by the last school/institution attended.
- vi) Borang B is only required if it is stated in the checklist of the institution you applied to.