

## 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.

**SECTION A. MAKLUMAT PERIBADI (PERSONAL DETAILS)**

Nombor Kad Pintar (Identity Card) : 00-111222 (Y)

If the IC Number stated is not your IC Number, you have registered with the wrong IC Number. you need to contact HECAS support for further action.

Nama Pemohon (Applicant's Name as stated in Identity card) \* :

Jantina (Gender)\* :

Bangsa (Race)\* :

Tarikh Lahir (Date Of Birth)\* : Day:  Month:  Year:

Alamat Persuratan (Postal Address)\* :

Poskod (Postcode)\* :

Nombor Telefon #1 (Telephone No. #1)\* :

Nombor Telefon #2 (Telephone No. #2)\* :

Tempat Belajar (Sekolah) Terakhir (Name Of Last School Attended)\* :

Adakah anda mempunyai KEPERLUAN KHAS atau memerlukan bantuan disebabkan ketidakupayaan?  
(Do you have SPECIAL NEEDS or require support as a consequence of any disability or medical condition e.g. learning disabilities, hearing impaired, visual impaired, etc)\*

No

Yes

**Penjaga #1 (Guardian #1)**

Nama (Name)\* :

Nombor Kad Pintar/Nombor Pasport (Identity Card/Passport No.)\* :

Nombor Telefon (Telephone No.)\* :

**Penjaga #2 (Guardian #2)**

Nama (Name) :

Nombor Kad Pintar/Nombor Pasport (Identity Card/Passport No.) :

Nombor Telefon (Telephone No.) :

Have you been awarded scholarship before?\* :  No

Yes

Have you been terminated from any university/institution?\* :  No

Yes

Are you using your predicted result to apply?\* :  No

Yes

\*: indicates compulsory field.

## SECTION B: ACADEMIC ACHIEVEMENTS

### SECTION B. PENCAPAIAN AKADEMIK (ACADEMIC ACHIEVEMENTS)

#### Add Academic Achievements

Please click 'Add Examination Result' to enter your academic achievements.

For similar subject taken at different sittings, just enter the best grade obtained. For example, grades obtained for Mathematics in 'A' Level June 2009 and November 2009 were 'C' and 'D' respectively. So the best grade would be 'C' and the year obtained was June 2009.

#### Year Obtained

"Year Obtained" should be entered in accordance to what was stated in the certificate and not the date the result is announced.

Name Peperiksaan (Title of Examination)	Kod Mata Pelajaran & Mata Pelajaran (Subject Code & Subject)	Grade (Grade)	Tahun Diperolehi (Year Obtained)	#
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No Examination Results Added. Please click "Add Examination Result" if applicable.

Add Examination Result

#### Diploma/Technical Certificate Result

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

Add Diploma/Technical Certificate Result

IELTS	:	<input type="text"/>	TOEFL	:	<input type="text"/>
International Baccalaureate	:	<input type="text"/>	General Paper	:	<input type="text"/>
STPUB Overall Result (Applicant who took the STPUB <u>must</u> enter the overall result here)	:	<input type="text" value="-SELECT-"/>			

Other Examination Results :

(Name of qualification; subject name; grade and year obtained)

\*For qualification not available in the system, please type them in this box provided by including the following: (Name of qualification; subject name; grade and year obtained)

- i) Click "Add Examination Result" button to select qualification type, follow by the subject code and name, grade obtained and year obtained.

## SECTION B. PENCAPAIAN AKADEMIK (ACADEMIC ACHIEVEMENTS)

### Add Academic Achievements

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For similar subject taken at different sittings, just enter the best grade obtained. For example, grades obtained for Mathematics in 'A' Level June 2009 and November 2009 were 'C' and 'D' respectively. So the best grade would be 'C' and the year obtained was June 2009.

### Year Obtained

"Year Obtained" should be entered in accordance to what was stated in the certificate and not the date the result is announced.

Name Peperiksaan (Title of Examination)	Kod Mata Pelajaran & Mata Pelajaran (Subject Code & Subject)	Gred (Grade)	Tahun Diperolehi (Year Obtained)	#
No Examination Results Added. Please click "Add Examination Result" if applicable.				

Add Examination Result

- 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.

### Add Academic Achievements

Please click 'Add Examination Result' to enter your academic achievements.

For similar subject taken at different sittings, just enter the best grade obtained. For example, grades obtained for Mathematics in 'A' Level June 2009 and November 2009 were 'C' and 'D' respectively. So the best grade would be 'C' and the year obtained was June 2009.

### Year Obtained

"Year Obtained" should be entered in accordance to what was stated in the certificate and not the date the result is announced.

Name Peperiksaan (Title of Examination)	Kod Mata Pelajaran & Mata Pelajaran (Subject Code & Subject)	Gred (Grade)	Tahun Diperolehi (Year Obtained)	#
[Select Examination] ▼	[Select Subject] ▼	[Select G... ▼	[Select Month] ▼ [Select Year] ▼	Delete

Add Examination Result

- iii) For applicants with Diploma or technical certificates, they can enter their qualifications by clicking on "Add Diploma/Technical Certificate Result" button.

### Diploma/Technical Certificate Result

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

Add Diploma/Technical Certificate Result

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

**Diploma/Technical Certificate Result**

Diploma Type: [Select] ▼

Name of Diploma Programme:

Year Obtained: Month: [Select Month] ▼ Year: [Select Year] ▼

Please enter the number of times each grade(s) is obtained.

Delete

Add Diploma/Technical Certificate Result

- 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 :  General Paper :

STPUB Overall Result (Applicant who took the STPUB must enter the overall result here) :

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]**

Other Examination Results :

{Name of qualification; subject name; grade and year obtained}

Example:

**[GCE 'A' Level; Malay; B; November 2020], [GCE 'O' Level; English; A; June 2021] ...**

\*For qualification not available in the system, please type them in this box provided by including the following: {Name of qualification; subject name; grade and year obtained}

## SECTION C: APPLICATIONS IN ORDER OF PREFERENCE

**SECTION C. PERMOHONAN MENGIKUT KEUTAMAAN (APPLICATIONS IN ORDER OF PREFERENCE)**

**Minimum one local institution**

Applicants who wish to apply for overseas scholarship must also apply to at least one local higher education institution.

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**Maximum 6 programmes**

Applicant can have a maximum of 6 programmes.

Your final payment will be based on the number of programmes chosen.

**No. Of Programmes Payment**

1 Programme	\$5
2 Programmes	\$10
3 Programme	\$15
4-6 Programme	\$20

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**Maximum 2 programmes for each institution except for Scholarship Section**

For overseas scholarship, applicant can only apply for ONE programme.

Pilihan (Choice No.) : 1

Nama Institusi (Institution Name) :

(Course/Programme Title) :

**Registration Cost : BND 0.00**  
**Amount Paid: BND .00**  
**Payment Due : BND .00**

- i) 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.
- ii) 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.

**SECTION C. PERMOHONAN MENGIKUT KEUTAMAAN (APPLICATIONS IN ORDER OF PREFERENCE)**

**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.) : 1

Nama Institusi (Institution Name) : [Select]

(Course/Programme Title) : [Select]

Remove Preference

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

**SECTION C. PERMOHONAN MENGIKUT KEUTAMAAN (APPLICATIONS IN ORDER OF PREFERENCE)**

**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.) : 1

Nama Institusi (Institution Name) : UTB

(Course/Programme Title) : Bachelor of Business (Hons) in Applied Economics & Finance

Remove Preference

**Maximum 6 programmes**

Applicant can have a maximum of 6 programmes.

Your final payment will be based on the number of programmes chosen.

No. Of Programmes	Payment
1 Programme	\$5
2 Programmes	\$10
3 Programme	\$15
4-6 Programme	\$20

Add Programme Choice

Pilihan (Choice No.) : 2

Nama Institusi (Institution Name) : UBD

(Course/Programme Title) : Bachelor of Business

Remove Preference

**Registration Cost : BND 10.00**  
**Amount Paid: BND .00**

Applicants are required to click 'submit' button before making any payments. Failure to do so will result in application not being processed. There is outstanding balance that are still not settled. Please follow the instructions below to pay the outstanding balance of this application.

[Click Here For Instructions.](#)

## 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”.

**HECAS Intake Open For New Applications**

2022 INTAKE

2019 Intake [CLICK HERE](#)

Chosen Programmes (Last updated: 2019-02-04 01:10:37)

- ENGINEERING & TECHNOLOGY (Hons) in Surveying And Mapping Science @ Scholarship
- Bachelor of Engineering (Hons) in Chemical Engineering @ UTB**

[Print/View Details](#) [Edit](#)

**Applicants are required to click 'submit' button before making any payments. Failure to do so will result in application not being processed. There is outstanding balance that are still not settled. Please follow the instructions below to pay the outstanding balance of this application. [Click Here For Instructions.](#) If you have paid via BIBD Online, your balance will be processed and updated within 1 working day.**

- iv) Then click “Print” to print the completed HECAS online form.

**HECAS Application**

[Print](#)

**BORANG HECAS JULAI 2022**

RUJUKAN: [XXXXXXXXXXXX](#)

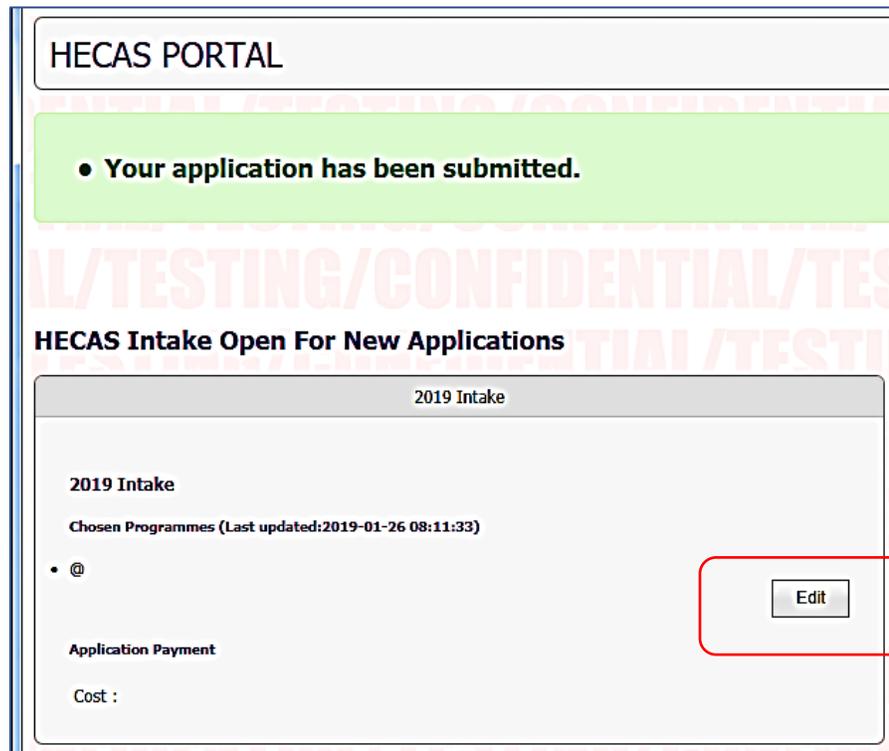
**SECTION A. MAKLUMAT PERIBADI**

Nama Pemohon	:	XXXXXXXXXXXX	Dangas	:	XXXXXXXXXXXX
Nombor Kad Pintar	:	XXXXXXXXXXXX	Tarikh Lahir	:	XXXXXXXXXXXX
Jantina	:	XXXXXXXXXXXX	Email	:	XXXXXXXXXXXX
Poskod	:	XXXXXXXXXXXX			
Alamat Poursuratan	:	XXXXXXXXXXXX			
Nombor Telefon	:	XXXXXXXXXXXX			
Tempat Belajar Terakhir	:	XXXXXXXXXXXX			
Keperluan Khas	:	XXXXXXXXXXXX			
Penjaga	:	XXXXXXXXXXXX			
Lain-Lain Ulasan	:	XXXXXXXXXXXX			

**THEN CLICK HERE**

## 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.



The screenshot displays the HECAS PORTAL interface. At the top, it says "HECAS PORTAL". Below that, a green banner contains the message: "• Your application has been submitted." Underneath the banner, there is a section titled "HECAS Intake Open For New Applications". This section contains a sub-section for "2019 Intake". Within this sub-section, there is a heading "2019 Intake" and a sub-heading "Chosen Programmes (Last updated:2019-01-26 08:11:33)". Below this, there is a list item "• @". To the right of this list item, there is a button labeled "Edit", which is highlighted with a red rectangular box. Below the list item, there is a section for "Application Payment" with a "Cost :" label.

- ii. 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.
- iii. 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.

**SECTION C. PERMOHONAN MENGIKUT KEUTAMAAN (APPLICATIONS IN ORDER OF PREFERENCE)**

**Minimum one local institution**

Applicants who wish to apply for overseas scholarship must also apply to at least one local higher education institution.

**Maximum 6 programmes**

Applicant can have a maximum of 6 programmes.

Your final payment will be based on the number of programmes chosen.

**No. Of Programmes Payment**

1 Programme	\$5
2 Programmes	\$10
3 Programme	\$15
4-6 Programme	\$20

**Maximum 2 programmes for each institution except for Scholarship Section**

For overseas scholarship, applicant can only apply for ONE programme.

Pilihan (Choice No.) : 1

Nama Institusi (Institution Name) :

[Select]

(Course/Programme Title) :

[Select]

Remove Preference

Add Programme Choice

Registration Cost : BND 0.00

Amount Paid: BND .00

Payment Due : BND .00