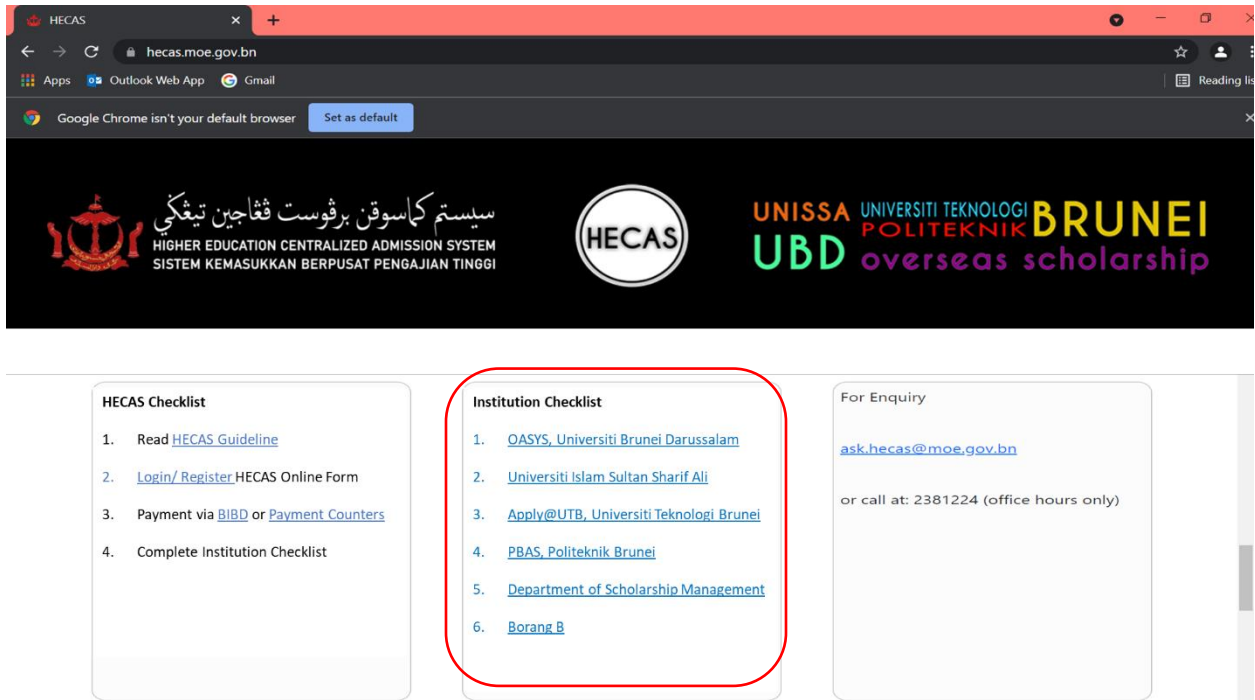


STEP 7: INSTITUTION CHECKLIST

i) Institution Checklist is available in the HECAS website:



The screenshot shows the HECAS website interface. At the top, there is a navigation bar with the HECAS logo and the text "HECAS" and "UNISSA UNIVERSITI TEKNOLOGI BRUNEI UBD overseas scholarship". Below the navigation bar, there are three main sections: "HECAS Checklist", "Institution Checklist", and "For Enquiry". The "Institution Checklist" section is highlighted with a red rounded rectangle. It contains a list of six institutions: OASYS, Universiti Brunei Darussalam; Universiti Islam Sultan Sharif Ali; Apply@UTB, Universiti Teknologi Brunei; PBAS, Politeknik Brunei; Department of Scholarship Management; and Borang B. The "For Enquiry" section provides an email address (ask.hecas@moe.gov.bn) and a phone number (2381224).

- 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.