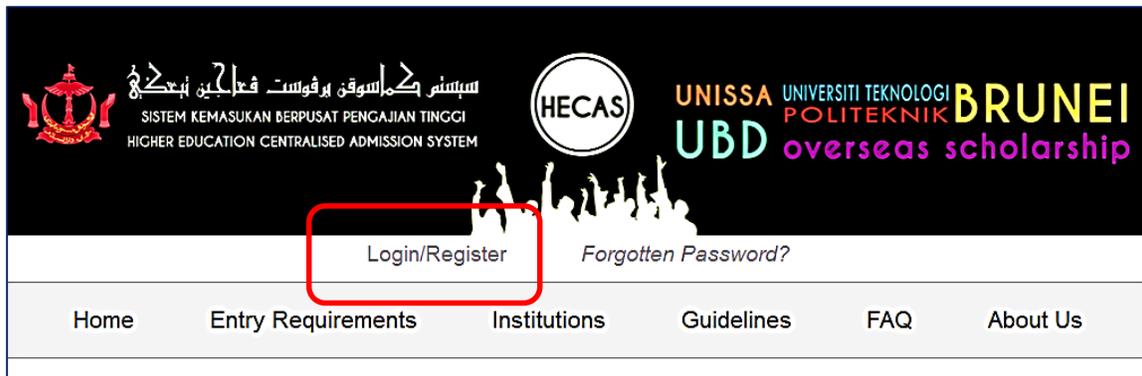


HECAS GUIDELINES

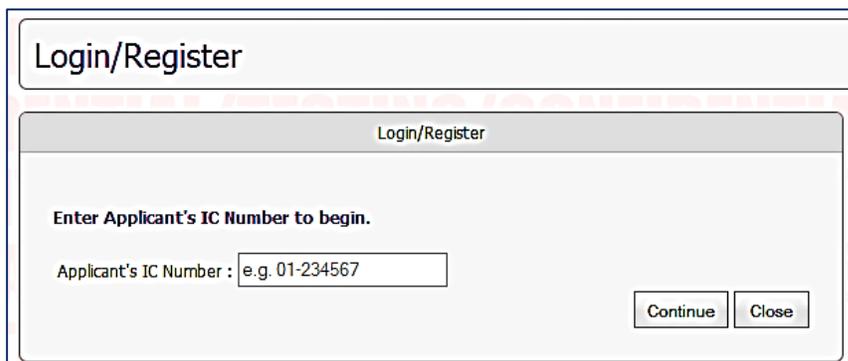
STEP 1	REGISTRATION	Page 1
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STEP 1: REGISTRATION

i) Click on “Login/Register” to start registration.



ii) Enter your IC number and click “Continue” button.

The image shows a screenshot of the 'Login/Register' form. The form has a title bar that says 'Login/Register'. Below the title bar, there is a message: 'Enter Applicant's IC Number to begin.'. Below this message is a text input field labeled 'Applicant's IC Number :'. The input field contains the example text 'e.g. 01-234567'. To the right of the input field are two buttons: 'Continue' and 'Close'.

- iii) Enter required information. Make sure to enter your actual email address. Click “Proceed Registration” button to proceed to the next stage of registration.

Register

Register

The IC Number (00-111222) is not registered to HECAS. Double check the IC Number, if you have registered before.

If this is your first time, you can continue registering by entering your email address. An email will be sent to your email address. Follow the instructions on the email to continue. Be sure the email is correct as you will not be able to continue without a valid email. Your registration will be reset in 1 hour if not verified

Applicant's IC Number : 00-111222

Confirm IC Number :

IC Colour :

Email :

Confirm Email :

- iv) You will receive a message shown below. Open your email to follow the next instruction.

Login/Register

• We are now processing your account registration. A confirmation Email will be sent to your email address. Please check your email to complete the registration process within 1 hour.

Login/Register

Enter Applicant's IC Number to begin.

Applicant's IC Number :

- v) The email content is shown below. Click on the link “Verify your HECAS Account →” to proceed.

Hello,

You recently requested to create a HECAS account. Click the button below to verify your account.

If you have not signed up for HECAS, please ignore this email or reply to let us know. This verification link will only be valid for 1 hour.

- vi) After the link is clicked, a window will appear for you to enter your own password. Click “Complete Registration” button to complete the registration process.

Finish registering your HECAS Account

Enter your password

Enter your password to finish.

Applicant's IC Number : 00-111222

Password :

Retype Password : Password

- vii) You will receive a message shown below. Click on “Apply” button to access HECAS online form.

HECAS PORTAL

● Password succesfully updated

HECAS Intake Open For New Applications

2022 Intake

2022 Intake

You have not applied for this intake

STEP 2: 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) *	<input type="text"/>
Jantina (Gender) *	[Select] ▼
Bangsa (Race) *	[Select] ▼
Tarikh Lahir (Date Of Birth) *	Day: [Select] ▼ Month: [Select] ▼ Year: [Select] ▼
Alamat Persuratan (Postal Address) *	<input type="text"/>
Poskod (Postcode) *	<input type="text"/>
Nombor Telefon #1 (Telephone No. #1) *	<input type="text"/>
Nombor Telefon #2 (Telephone No. #2) *	<input type="text"/>
Tempat Belajar (Sekolah) Terakhir (Name Of Last School Attended) *	[Select] ▼
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) *	<input type="radio"/> No <input type="radio"/> Yes
Penjaga #1 (Guardian #1)	
Nama (Name) *	<input type="text"/>
Nombor Kad Pintar/Nombor Pasport (Identity Card/Passport No.) *	<input type="text"/>
Nombor Telefon (Telephone No.) *	<input type="text"/>
Penjaga #2 (Guardian #2)	
Nama (Name) :	<input type="text"/>
Nombor Kad Pintar/Nombor Pasport (Identity Card/Passport No.) :	<input type="text"/>
Nombor Telefon (Telephone No.) :	<input type="text"/>
Have you been awarded scholarship before? *	<input type="radio"/> No <input type="radio"/> Yes
Have you been terminated from any university/institution? *	<input type="radio"/> No <input type="radio"/> Yes
Are you using your predicted result to apply? *	<input type="radio"/> No <input type="radio"/> 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)	Gred (Grade)	Tahun Diperolehi (Year Obtained)	#
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
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)	#
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)	Grade (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: [Text Field]

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	:	<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-"/>			

- 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	:	<div style="border: 1px solid #ccc; padding: 5px;"><p>{Name of qualification; subject name; grade and year obtained}</p><div style="border: 2px solid red; padding: 5px; margin: 5px 0;"><p>Example:</p><p>[GCE 'A' Level; Malay; B; November 2020], [GCE 'O' Level; English; A; June 2021] ...</p></div></div>
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*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.

Pilihan (Choice No.) : 1

Nama Institusi (Institution Name) :

(Course/Programme Title) :

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

Registration Cost : BND 0.00

Amount Paid: BND .00

Payment Due : BND .00

Maximum 2 programmes for each institution except for Scholarship Section

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

- i) Applicants must select and enter their programmes choices in the order of their preference, i.e. the first (1st) 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) :

(Course/Programme Title) :

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

https://ibte.edu.bn/hecas_prototype/Applicant/form

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) : UTB

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

[Remove Preference](#)

Pilihan (Choice No.) : 2

Nama Institusi (Institution Name) : UBD

(Course/Programme Title) : Bachelor of Business

[Remove Preference](#)

[Add Programme Choice](#)

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.](#)

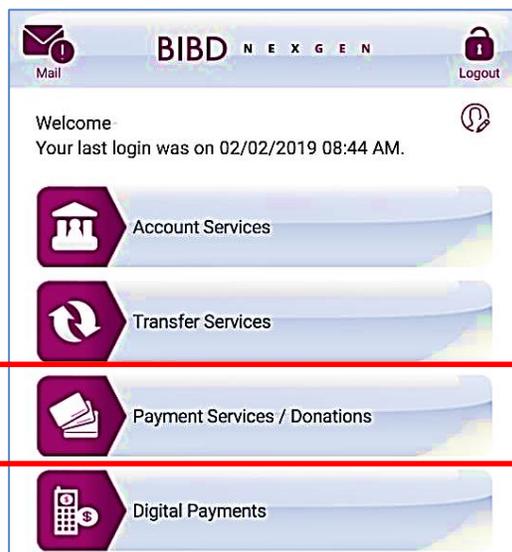
My Computer

STEP 3: PAYMENT

Applicants can make payment using either “BIBD Online Payment” or designated Payment Counters allocated at the four districts.

BIBD ONLINE PAYMENT

- i) Open BIBD mobile apps 
- ii) Once login, select “Payment Services/Donations”



- iii) Select “Pay Bill/Make Donation” to proceed



iv) Select "All Payees" and click "Please select" button to proceed.

The screenshot shows the BIBD NEX GEN mobile app interface. At the top, there is a header with the logo and 'Main' on the left, and 'Logout' on the right. Below the header, there is a 'From Account:' dropdown menu. Underneath, there are two radio buttons: 'Preferred Payees' and 'All Payees'. The 'All Payees' radio button is selected and highlighted with a red box. Below the radio buttons, there is a 'Please select' dropdown menu, which is also highlighted with a red box. At the bottom, there is a 'Bill/Reference No. 1:' text label and an empty input field.

v) Select 'MOE HECAS' to proceed with the next stage.

The screenshot shows a 'Please Select' modal dialog in the BIBD NEX GEN mobile app. The dialog has a purple header with the text 'Please Select' and a 'Cancel' button. Below the header, there is a list of payee names, each with a radio button to its right. The 'MOE HECAS' option is selected, indicated by a green dot in the radio button, and is highlighted with a red box. The other payee names are: MASHHOR CLEANING SERVICES SDN BHD, MASJID AL-AMEERAH AL-HAJJAH MARYAM, JRDG, MASJID HASSANAL BOLKIAH, PEKAN TUTONG, MASJID MOHAMMAD JAMALUL ALAM, MASJID OMAR ALI SAIFUDDIEN, MASJID RPN KG PANDAN, MASJID UTAMA MOHD SALLEH, PEKAN BANGAR, PERSATUAN SINDROM DOWN, and POCKET VENDOR.

- vi) Enter the 4 empty slots shown below and click “Next” to go to the final stage of completing payment:

The screenshot shows the BIBD mobile application interface. At the top, there is a purple header with the BIBD logo and 'Main' and 'Logout' buttons. Below the header, there are two radio buttons: 'Preferred Payees' (unselected) and 'All Payees' (selected). A dropdown menu shows 'MOE HECAS'. There are four input fields with callouts: 'Bill/Reference No. 1:' (with callout 'Enter Applicant's IC number e.g. 01123456'), 'Reference No. 2:' (with callout 'Enter Applicant's Name (As stated in IC - Maximum 25 Characters)'), 'Reference No. 3:' (with callout 'Enter Applicant's Mobile Number e.g. 8123456 and 7123456'), and 'Amount:' (with callout 'Enter total cost of programmes applied'). A 'Next' button is at the bottom of the form. At the very bottom, there is a navigation bar with icons for 'Accounts', 'Transfers', 'Payments', and 'QuickPay'.

PAYMENT COUNTERS

At the front page of HECAS portal, Select “List of Payment Counters” to find the nearest payment counters to make payment for HECAS.

Senarai Kaunter bagi Pembayaran HECAS 2023

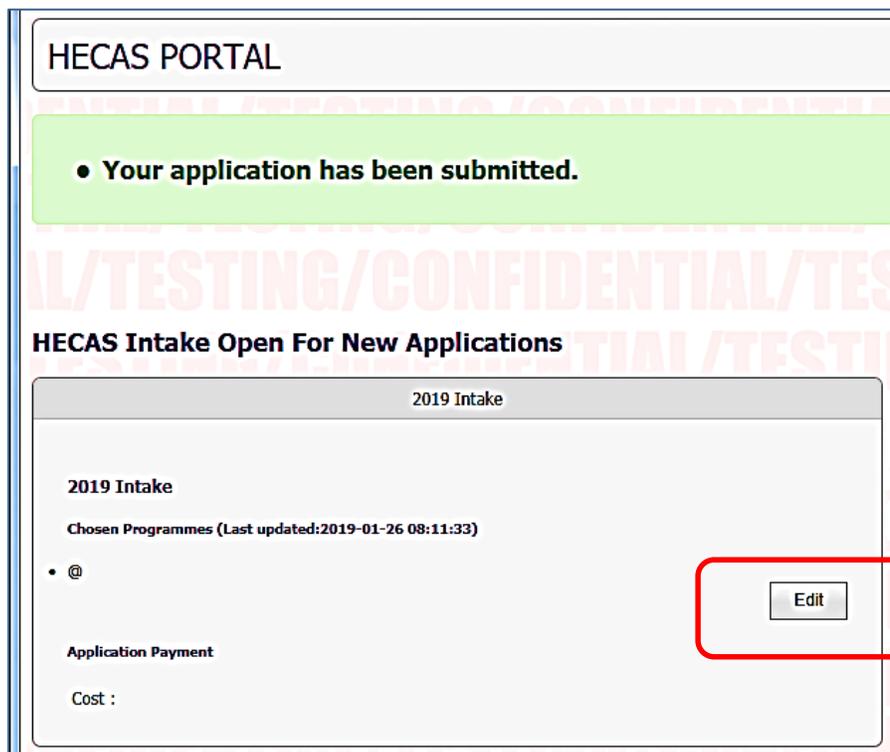
Bil.	Jabatan/Sekolah/Kampus/Institusi	Alamat	No Telepon	Waktu Buka Kaunter		
				Isnin hingga Khamis:		Sabtu
				Pagi	Petang	Pagi sahaja
1	Kementerian Pendidikan (Unit Tunai & Hasil)	Kaunter 8 (Unit Tunai dan Hasil), Blok C, Tingkat Bawah, Pusat Perkhidmatan Setempat, Kementerian Pendidikan	2381133 ext 3008 2381032	8.00– 11.30	2.00 – 3.00	8.00 – 10.00
2	Pusat Tingkatan Enam Tutong	Lecture Theatre Trustworthy, Ground Floor Administration Buuilding, Pusat Tingkatan Enam Tutong, Kg Bukit Beruang, Tutong	4247490	9.00– 11.30	Tutup	Tutup
3	SM Sultan Hasan Bangar (Temburong)	Bilik Pentadbiran Sekolah Menengah Sultan Hassan, Bangar, Temburong	5221417	8.30 pagi – 2.00 petang		Tutup

Nota: Sila bawa dokumen-dokumen berikut semasa membuat pembayaran tunai di kaunter.:

1. Kad Pintar Asal Pemohon; dan
2. Salinan Borang HECAS

STEP 5: 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, a grey header contains the text "HECAS PORTAL". Below this, a green banner with a black bullet point states "Your application has been submitted." Underneath the banner, the text "HECAS Intake Open For New Applications" is visible. A main content area titled "2019 Intake" contains the following information: "2019 Intake", "Chosen Programmes (Last updated:2019-01-26 08:11:33)", a list item "• @", "Application Payment", and "Cost :". A red rectangular box highlights an "Edit" button located to the right of the list item.

- 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)

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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) : [Select]

(Course/Programme Title) : [Select]

Remove Preference

Add Programme Choice

Registration Cost : BND 0.00

Amount Paid: BND .00

Payment Due : BND .00