

HECAS 2022 (1st Round) GUIDELINES

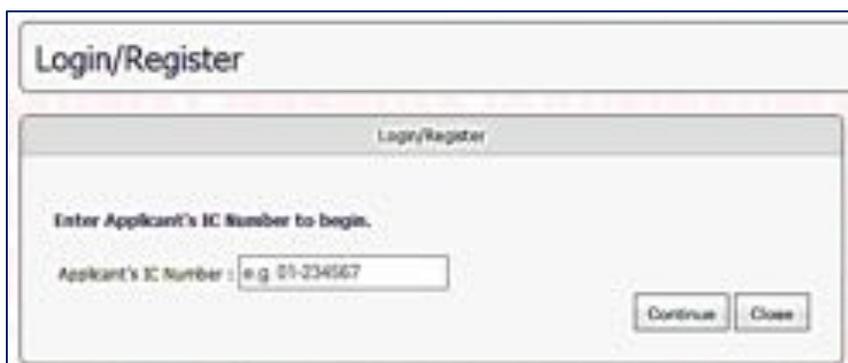
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STEP 1: REGISTRATION

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 heading 'Login/Register' and a sub-heading 'Enter Applicant's IC Number to begin.'. There is an input field for 'Applicant's IC Number' with the example text 'e.g. 01-234567'. At the bottom right of the form 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.

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

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

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 :

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

HECAS PORTAL

• Password successfully 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)

Number Kad Pengesempatan (IC) * **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 Peminohon (applicant's name as stated in identity card) *

Jantina (gender) *

Bangsa (race) *

Tarikh Lahir (date of birth) * Day: Month: Year:

Alamat Peminohon (home address) *

Poskod (postcode) *

Number Telefon #1 (telephone no) *

Number Telefon #2 (telephone no) *

Tempat Belajar (Sekolah) Terakhir (last school attended) *

Adakah anda mempunyai KEPERLUAN KHUSUS atau memerlukan bantuan untuk belajar kolej/majlis? No Yes
(Do you have SPECIAL NEEDS or require special or consequential study facility or medical condition e.g. hearing impairment, learning impaired, visual impaired, etc?)

Peminohon #1 (Candidate #1)

Nama (name) *

Number Kad Pengesempatan / Number Paspengesempatan (IC) *

Number Telefon (telephone no) *

Peminohon #2 (Candidate #2)

Nama (name) *

Number Kad Pengesempatan / Number Paspengesempatan (IC) *

Number Telefon (telephone no) *

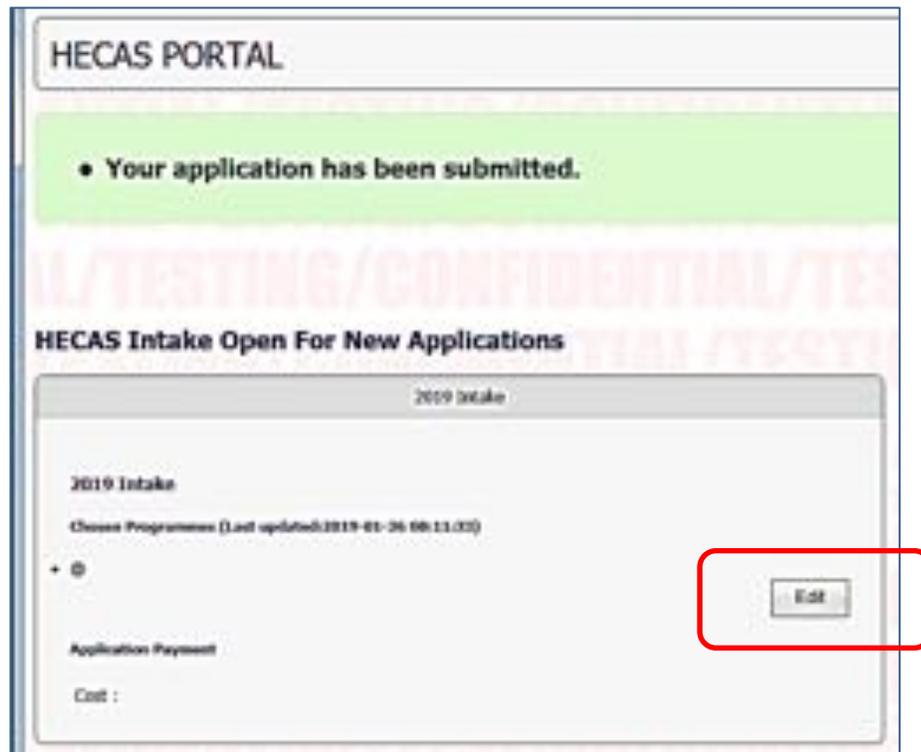
Have you been awarded scholarship before? No Yes

Have you been terminated from any university/institution? No Yes

Are you using your predicted result to apply? No Yes

* Indicates compulsory field

- ii) For applicants who wish to only complete Section A and wanted to continue with Section B and Section C in other day, the form will autosave the completed Section A when applicant log out. However, autosave will not submit the form. If applicants fail to submit their application before the closing date, their application will be rejected.
- iii) Applicants may submit incomplete Section B and C by ticking the Declaration box and click “Submit” button to save and exit. Next time when applicant login in, click on “Edit” button to continue with Section B and Section C.



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)	Grad (Grade)	Tahun Diperolehi (Year Obtained)	#
No Examination Results Added. Please click "Add Examination Result" if applicable.				

Diploma/Technical Certificate Result

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

IELTS TOEFL

International Baccalaureate General Paper

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

Other Examination Results

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)

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

- 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)	Tarikh 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 Box]

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.

The screenshot shows a form with five input fields arranged in two rows. The first row contains 'IELTS' and 'TOEFL'. The second row contains 'International Baccalaureate' and 'General Paper'. Below these is a larger field for 'STPUB Overall Result (Applicant who took the STPUB exam enter the overall result here)' with a dropdown menu currently showing '-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]

The screenshot shows a text area labeled 'Other Examination Results' with a placeholder '(Name of qualification; subject name; grade and year obtained)'. A red arrow points from a box below to this text area. Below the text area is a note: '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)'.

Example:

GCE 'A' Level

<u>Subject Name</u>	<u>Grade</u>	<u>Year Obtained</u>
Contoh1	B	November 2020
Contoh2	A	June 2021

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.

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 Institut (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 (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 Institut (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.

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
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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.

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.](#)

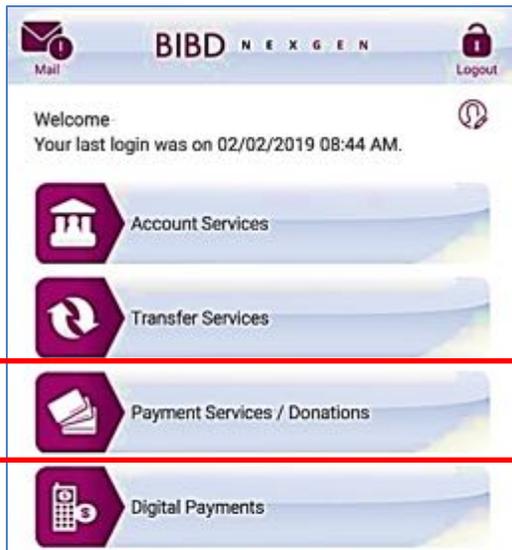
STEP 3: PAYMENT

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

BIBD ONLINE PAYMENT



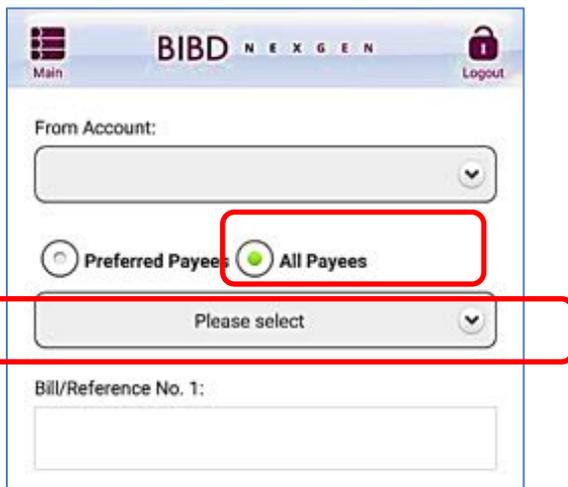
- i) Open BIBD mobile apps
- ii) Once login, select “Payment Services/Donations”



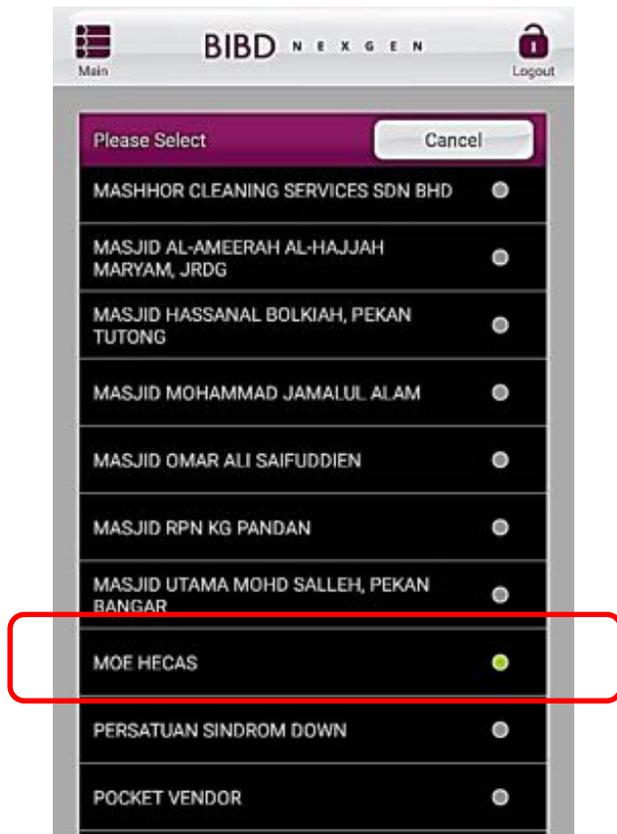
iii) Select “Pay Bill/Make Donation” to proceed



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



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



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

Preferred Payees All Payees

MOE HECAS

Bill/Reference No. 1:

Enter Applicant's IC number
e.g. 01-123456

Reference No. 2:

Enter Applicant's Name
(As stated in IC - Maximum 25 Characters)

Reference No. 3:

Enter Applicant's Mobile Number
e.g. 8123456

Amount:

Enter total cost of programmes applied

Next

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.

Kaunter bagi Pembayaran HECAS (pusingan pertama) 2022

5 Januari 2022 hingga lima hari selepas pengumuman keputusan peperiksaan GCE ‘A’ Level Nov/Dec 2021 (akan dimaklumkan kemudian)

Bil	Jabatan	Alamat	No. Tel	Waktu Buka Kaunter		
				Isnin hingga Khamis		Sabtu
				Pagi	Petang	Pagi sahaja
1	Pusat Tingkatan Enam Tutong	Ground Floor Administration Building, Pusat Tingkatan Enam Tutong, Kg Bukit Beruang, Tutong	4247490	9.00 – 11.30	Tutup	Tutup
2	Sekolah Menengah Sultan Hassan, Temburong	Bilik Pentadbiran, Sekolah Menengah Sultan Hassan, Bangar, Temburong	5221417	8.30 pagi – 2 petang	Tutup	Tutup

Nota: Sila bawa Kad Pintar Asal Pemohon semasa membuat pembayaran tunai di kaunter

STEP 5: EDIT SUBMITTED FORM

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

Pilihan (Choice No.) : 1

Nama Institusi (Institution Name) :

(Course/Programme Title) :

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Applicant can have a maximum of 6 programmes.

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

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1 Programme	\$5
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Registration Cost : BND 0.00

Amount Paid: BND .00

Payment Due : BND .00

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