HECAS 2022 (1st Round) GUIDELINES
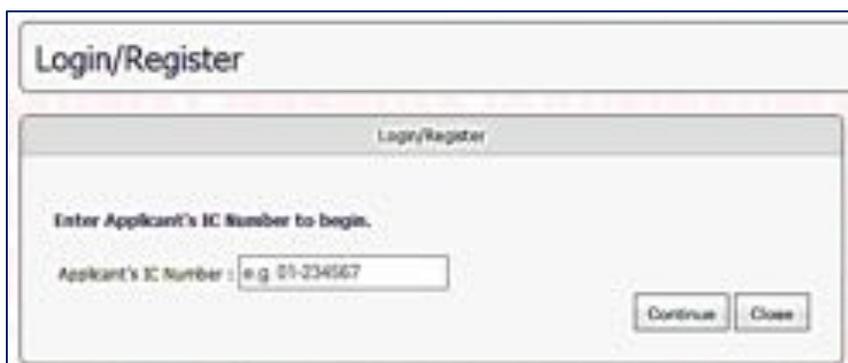
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STEP 1: REGISTRATION

i)   Click on "Login/Register" to start registration.

ii) Enter your IC number and click "Continue" button.

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 : Password

Complete Registration   Cancel

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

Apply

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.

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

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

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.

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

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

v) Applicants can enter the result of their IELTS/TOEFL/International Baccalaureate/General Paper/ STPUB Overall Result in the box provided.

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**]

Example**:**

GCE 'A' Level

Subject Name	Grade	Year Obtained
Contoh1	B	November 2020
Contoh2	A	June 2021

SECTION C: APPLICATIONS IN ORDER OF PREFERENCE

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.

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

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"
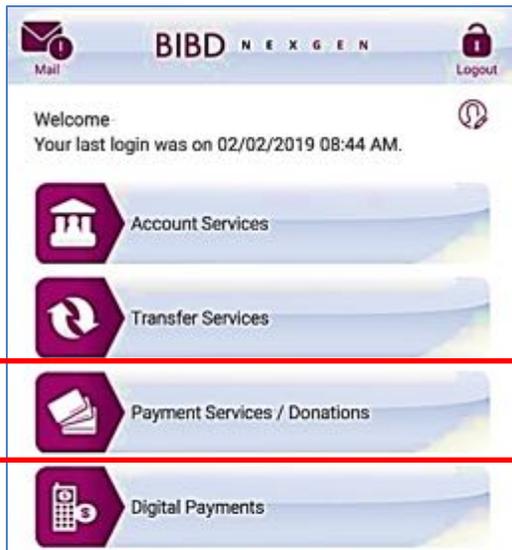
iii)   Select "Pay Bill/Make Donation" to proceed

iv)   Select "All Payees" and click "Please select" button to proceed.
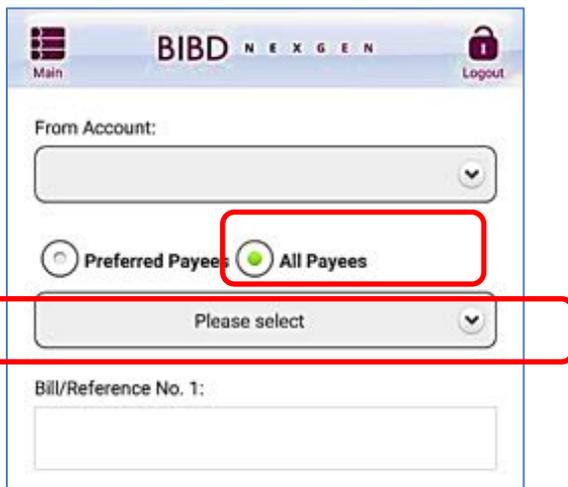
v) Select 'MOE HECAS" to proceed with the next stage.
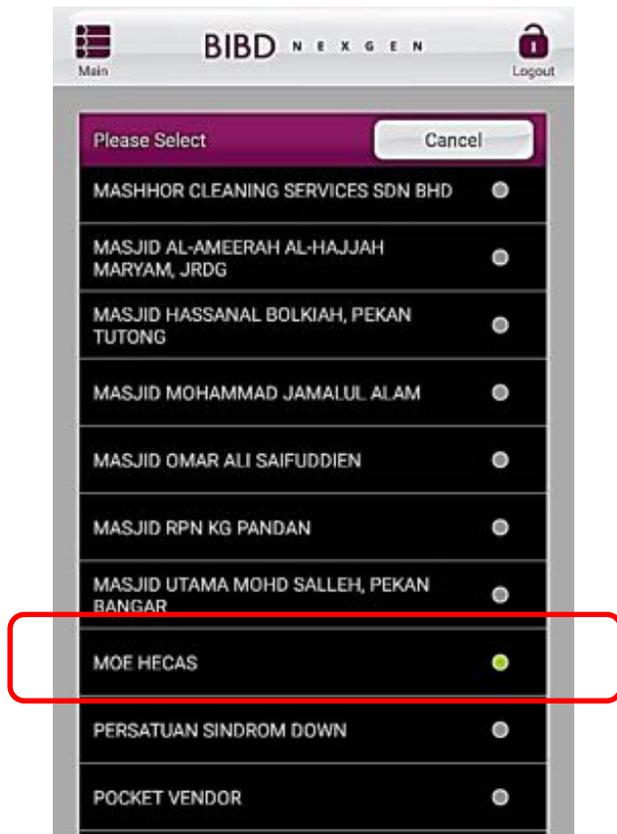
vi) Enter the 4 empty slots shown below and click "Next" to go to the final stage of completing payment:

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

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

Enter Applicant's Mobile Number
e.g. 8123456

Enter total cost of programmes applied

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		Sabtu
				Isnin hingga Khamis		
				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 4: PRINTING COMPLETED HECAS ONLINE FORM

i) It is important for applicants to save softcopy of their form or print hardcopy for the submission to the institution and for safekeeping.

ii) To print completed HECAS online form, applicant can login and click "Print/View Details".

iii) Then click "Print" to print the completed HECAS online form.

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.