Before attempting to begin the online application at Politeknik Brunei Admission System (PBAS) [http://bit.ly/PBadmission], all applicants are to ensure to have _digital copies_ of the following documents ready:

Item		Specification	
1	**Applicant Passport Sized Photo**	Format:	JPEG format (*.jpeg, *.jpg, *.png)
		Minimum Resolution:	500px (width) x 644px (height)
		Maximum File Size:	1MB
2	**Identity Card (I.C.) /Passport**	Format:	As coloured image (*.jpeg, *.jpg, *.png) or PDF (.pdf) **NOT** black/white or photocopy
		Maximum File Size:	10MB
3	**O-Level Certificate**	Format:	As image (*.jpeg, *.jpg, *.png) and compiled into PDF (.pdf) for multiple pages
		Maximum File Size:	10MB
4	**A-Level Certificate** (_If Applicable_)	Format:	As image (*.jpeg, *.jpg, *.png) and compiled into PDF (.pdf) for multiple pages
		Maximum File Size:	10MB
5	**Diploma/National Diploma/ HNTec** (_If Applicable_) a) **Certificate** b) **Transcript**	Format:	As image (*.jpeg, *.jpg, *.png) and compiled into PDF (.pdf) for multiple pages
		Maximum File Size:	10MB
6	**English Language proficiency certificate, if other than GCE/IGCSE O Level (IELTS/TOEFL)** (_If Applicable_)	Format:	As image (*.jpeg, *.jpg, *.png) and compiled into PDF (.pdf) for multiple pages
		Maximum File Size:	10MB
7	**Portfolio (_If applicable_) If you are applying for Diploma in Interior Design; you are required to provide copy of or link to your portfolio. If your file is too large, please provide accessible link to your Portfolio**	Format:	As image (*.jpeg, *.jpg, *.png) and compiled into PDF (.pdf) for multiple pages
		Maximum File Size:	10MB
8	_**Borang A**_ **(for Brunei In-Service Scheme (LDP) Applicants <u>ONLY</u>)**	Format:	_**PDF (.pdf) format or Hardcopy**_ to be submitted to: Politeknik Brunei, Registrar & Secretariat Office, Block 2E, Ong Sum Ping Condominium

<u>**NOTE:**</u>
* Documents must be scanned in color from the original (Scans from a photocopy or a faxed copy are not accepted);
* Where a document has stamps, seals or text on both sides of the page, then both sides must be scanned

! _HELP_: You may use online file converter to advert multiple simages into one single pdf file by simply Google search **_Free JPEG to PDF File Converter_**

**More information on entry requirements can be obtained via this link** http://bit.ly/PBadmission