

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 ONLY)	Format:	<i>PDF (.pdf) format or Hardcopy</i> to be submitted to: Politeknik Brunei, Registrar & Secretariat Office, Block 2E, Ong Sum Ping Condominium

NOTE:

- 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 convert multiple images 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>