

# DOCUMENTS CHECKLIST

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 image (*.jpeg, *.jpg, *.png) or PDF (.pdf)
		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:	<b><u>PDF (.pdf) format or Hardcopy</u></b> 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>

# UPLOADING YOUR PHOTO

To complete your application you will need to upload a **PASSPORT SIZED DIGITAL COPY OF YOUR PHOTO**. Please follow the following guidelines:

<p><b><u>Digital Photo</u></b></p>	<ul style="list-style-type: none"> <li>You need a digital photo to apply for a PBAS application.</li> <li>You must get a <b>NEW</b> photo when you apply for PBAS application, even if your appearance has not changed.</li> <li>Your photo must have been taken in the last month.</li> <li>Your application will be delayed if your photos do not meet the rules.</li> </ul>
<p><b><u>How To Get A Digital Photo</u></b></p>	<p>To apply for a PBAS Application online with a digital photo, you can:</p> <ul style="list-style-type: none"> <li>Take a photo during your application - you'll need someone to help you and a device that takes digital photos</li> <li>Go to a photo shop before you apply and get a digital photo.</li> <li>Use a photo booth before you apply and get a code to add the photo to your application (not all photo booths offer this service)</li> </ul>
<p><b><u>Rules For Digital Photos</u></b> <i>The quality of your digital photo</i></p>	<p>Your photo must be:</p> <ul style="list-style-type: none"> <li>Clear and in focus</li> <li>In colour</li> <li>At least 500 pixels wide and 644 pixels tall</li> <li>At least 50KB and no more than 1MB</li> </ul>
<p><b><u>What Your Digital Photo Must Show</u></b></p>	<p>The digital photo must:</p> <ul style="list-style-type: none"> <li>Contain no other objects or people</li> <li>Be taken against a plain light-coloured background</li> <li>Be in clear contrast to the background</li> <li>Not have 'red eye'</li> <li>If you're using a photo taken during your application, include your head, shoulders and upper body. Please crop your photo.</li> <li>Must not contain transparency in any part of the image.</li> </ul>
<p><b><u>In Your Photo You Must:</u></b></p>	<ul style="list-style-type: none"> <li>Be facing forwards and looking straight at the camera</li> <li>Have a plain expression and your mouth closed</li> <li>Have your eyes open and visible</li> <li>Not have hair in front of your eyes</li> <li>Not have a head covering (unless it's for religious or medical reasons)</li> <li>Not have anything covering your face</li> <li>Not have any shadows on your face or behind you</li> <li>Do not wear sunglasses or tinted glasses. You can wear other glasses if you need to, but your eyes must be visible without any glare or reflection.</li> </ul>

# UPLOADING YOUR PHOTO

## Good and bad examples of digital photos

