



قوليتيكنيك بروني
POLITEKNIK BRUNEI

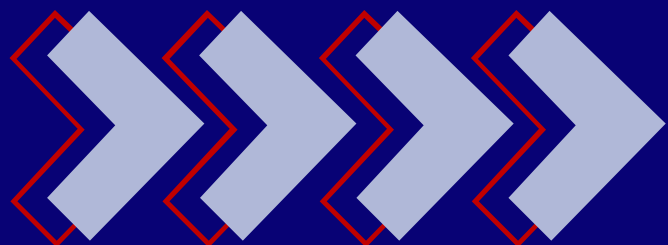


ORIENTATION INFO

INTAKE 15, JULY 2025

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Welcome to

Politeknik Brunei

★★★★★

We are thrilled to welcome you as part of our community.

The Orientation Committee has organised a variety of activities to ensure a smooth transition into campus life. These events are designed to help you connect with fellow students, discover campus resources, and fully embrace your new environment.

The Orientation Week will be held from Tuesday (8th July 2025) until Saturday (12th July 2025).







Attendance for Orientation Week is **COMPULSORY** for all new students.

For any inquiries regarding Orientation Week, please contact the Orientation Committee via email at bhep@pb.edu.bn or call us at +673 223 4466 ext 319.

We look forward to meeting you!



NEW STUDENT CHECKLIST

-  Pay the **Orientation Fees** via online only or cash at BIBD counter (*please refer to page 8-9 for payment details*)
-  Register for **hostel accommodation** with UBD Corps Sdn Bhd (*please refer to page 11*)
-  Register for **daily shuttle bus services** to L3C or Lumut Campus during the semester via online registration link (*if applicable, please refer to page 12*)
-  Purchase **insurance coverage** for your duration of study (*please refer to page 13*)
-  Collect **PB Official Receipt and Orientation Packs** between **Wednesday, 2nd July 2025 until Saturday, 5th July 2025** at Level 2, One Stop Centre, Ong Sum Ping Campus, Politeknik Brunei
-  Attend the **Orientation Week** from **Tuesday, 8th July 2025 until Saturday, 12th July 2025** (*please refer to page 15*)

Orientation Packs Collection Time:

Wednesday – Thursday

8:30 am – 11:30 am

1:30 pm – 3:30 pm

Saturday

8:30 am – 11:30 am

REMINDER

Please show the **screenshot** of your **payment receipt** during collection



Academic teaching and learning will commence on
Monday, 14 July 2025

GENERAL FEES PAYMENT PROCEDURE

IMPORTANT

1. Fees payment will begin on **Monday, 9th June 2025**, until **Monday, 30th June 2025**.
2. **Online Payment ONLY.**
3. **Walk-in payment (by cash)** only for **Fee-paying / In-Service Training (LDP)** students at Level 12, Finance Division, Politeknik Brunei, Ong Sum Ping Campus.
4. Ensure your **admission status** (Local Government Scholarship/Fee Paying) is **correct**.
5. Please refer to **Online Payment Code** before you proceed for payment.
6. Please **refer to page 6** for **General Fees Section** for the total amount to be paid.
7. Please refer to **page 8-9** for **payment guidelines**.
8. **Fill in the Google Form** after payment is made and **upload your proof of payment** in the link/qrcode (Google Form) provided.



REMINDER

1. After successful payment, remember to **screenshot** and **keep a copy** of the receipt for reference.
2. Please **fill in the google form** using the provided link or scan the QR Code and upload the receipt.
3. Politeknik Brunei Official Receipt will be given along with the collection of orientation packs.



<https://bit.ly/OrientationPaymentJuly2025>

GENERAL FEES

PAYMENT DESCRIPTION

Initial payment of General Fees must be made in order to successfully enroll in the programme.

For any inquiries, please contact the Finance Division, Politeknik Brunei (refer to page 7)

GOVERNMENT SCHOLARSHIP STUDENTS				
Payment Description	Payment Code	Government Scholarship Students		Mode of Payment
Registration Fees	R001	BND 20.00		BIBD Online Mobile Apps OR BIBD Cash Deposit Machine (CDM) OR Cash Payment at BIBD Counter
Alumni Fees		BND 5.00		
Orientation Pack		BND 100.00		
Student Associations' Fees (BND 50.00 / year)	MP002	2.5 Years Programme BND 125.00	3 Years Programme BND 150.00	<i>For those who do not have BIBD account, cash payments can be made at BIBD counter</i>
TOTAL		BND 250.00	BND 275.00	

FEE PAYING STUDENTS / IN-SERVICE TRAINING STUDENTS (LDP)				
Payment Description	Payment Code	Fee Paying Students / In-Service Training Students (LDP)		Mode of Payment
Registration Fees	R001	BND 20.00		BIBD Online Mobile Apps OR BIBD Cash Deposit Machine (CDM) OR Cash Payment at BIBD Counter
Alumni Fees		BND 5.00		
Orientation Pack		BND 100.00		
Programme Deposit	R002	BND 150.00		
Student Associations’ Fees (BND 50.00 / year)	MP002	2.5 Years Programme BND 125.00	3 Years Programme BND 150.00	<i>For those who do not have BIBD account, cash payments can be made at BIBD counter</i>
Administrative Charges		BND 100.00		CASH PAYMENT ONLY at Level 12, Finance Division Counter, Politeknik Brunei
Acceptance Fees		BND 100.00		
TOTAL PAYMENT		BND 600.00	BND 625.00	

REFUNDABLE - TERMS AND CONDITION APPLY

ONLINE PAYMENT CODE

Payment codes are used to fill in **Bill / Reference No. 1** in BIBD Mobile App

PAYMENT DESCRIPTION	PAYEES	PAYMENT CODE
Registration + Alumni Fees + Orientation Pack	TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI	R001
Programme Deposit	TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI	R002
Student Association Fees	TABUNG MPP POLITEKNIK BRUNEI	MP002

PB FINANCE COUNTER POLITEKNIK BRUNEI COUNTER PAYMENT



Finance Division

Politeknik Brunei
Block 2E, Level 12, Unit 12.04
Ong Sum Ping Condominium
Jalan Ong Sum Ping
Bandar Seri Begawan



Counter Payment Opening Hours:

Monday - Thursday

8:00 am - 11:30 am
1:30 pm - 2:45 pm

Saturday

8:00 am - 10:00 am

Friday / Sunday / Public Holiday:

CLOSED



For further inquiries, please contact us:



+673 223 4466



+673 717 4466



finance@pb.edu.bn

GENERAL FEES

PAYMENT GUIDELINES

1) BIBD MOBILE / ONLINE APPLICATION

The screenshot shows the BIBD Mobile App interface with the following steps highlighted:

- Step 1:** Login to BIBD Online Mobile Apps and select **Payment Services / Donations**
- Step 2:** Select **Bill Payment**
- Step 3:** Select Transfer **From Account**
- Step 4:** Select **All Payees**. Find **TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI** or **TABUNG MPP POLITEKNIK BRUNEI**
- Step 5:** Bill / Reference No. 1, key in: **Payment Code**
- Step 6:** Bill / Reference No. 2, key in: **Payment Description**
- Step 7:** Bill / Reference No. 3, key in: **Student IC Number**
- Step 8:** Key in **amount (\$)** to be paid
- Step 9:** Select **Next** to confirm/complete your transaction

Once payment is successful, **screenshot** and **keep a copy of the receipt** and **upload it to the link provided in page 5 or email to finance.**

Step 1:
Login to BIBD Online Mobile Apps and select **Payment Services / Donations**

Step 2:
Select **Bill Payment**

Step 3:
Select Transfer **From Account**

Step 4:
Select **All Payees**
Find **TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI** or **TABUNG MPP POLITEKNIK BRUNEI**

Step 5:
Bill / Reference No. 1, key in: **Payment Code**

Step 6:
Bill / Reference No. 2, key in: **Payment Description**

Step 7:
Bill / Reference No. 3, key in: **Student IC Number**

Step 8:
Key in **amount (\$)** to be paid

Step 9:
Select **Next** to confirm/complete your transaction

Step 10:
Once payment is successful, **screenshot** and **keep a copy of the receipt** and **upload it to the link provided in page 5 or email to finance.**

PAYEES	PAYMENT CODE
TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI	R001
TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI	R002
TABUNG MPP POLITEKNIK BRUNEI	MP002

Payment codes are used to fill in Bill / Reference No. 1 in BIBD Mobile App (STEP 5)

Registration + Alumni Fees + Orientation Pack	R001
Programme Deposit	R002
Student Association Fees	MP002

2) BIBD CASH DEPOSIT MACHINE

Step 1:
Select **CASH DEPOSIT**

Step 2:
Select **SAVINGS / CURRENT ACCOUNT**

Step 3:
Key in account number **Payees:**

TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI (00015010018946)
TABUNG MPP POLITEKNIK BRUNEI (00015010026783)

Step 4:
Please confirm the **Payee** and **Account number** are correct

Step 5:
Insert notes and confirmation of amount

Step 6:
Once the receipt is issued, please write down the **Payment Code** and **Payment Description** on it

Step 7:
Please screenshot of the receipt and **upload it to the link/qrcode provided in page 5 or email to finance**

PAYEES	PAYMENT CODE
TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI	R001
TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI	R002
TABUNG MPP POLITEKNIK BRUNEI	MP002

Payment codes are used to fill in Bill / Reference No. 1 in BIBD Mobile App (STEP 5)

Registration + Alumni Fees + Orientation Pack	R001
Programme Deposit	R002
Student Association Fees	MP002

GENERAL FEES

PAYMENT GUIDELINES

3) CASH PAYMENT AT BIBD COUNTER

Step 1:

Fill in **BIBD Slip Deposit**

Step 2:

Fill in Politeknik Brunei **ACCOUNT NO.** and **ACCOUNT NAME:**

00015010018946 for **TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI**

00015010026783 for **TABUNG MPP POLITEKNIK BRUNEI**

Step 3:

Payment:

If **Cash** – Fill in the **amount** in **TUNAI / CASH** box

If **Cheque** – Fill in the **name of Issuing Bank** and **Cheque No.**

(Please ensure the cheque's payee name is

TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI or **TABUNG MPP POLITEKNIK BRUNEI**)

Step 4:

Fill in **DEPOSITOR'S NAME, RESIDENTIAL ADDRESS, OCCUPATION** and **PURPOSE**

Step 5:

Please **screenshot** of the receipt and **upload** it to the link/qrcode provided in page 5 or email to **finance**

PAYEES	PAYMENT CODE
TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI	R001
TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI	R002
TABUNG MPP POLITEKNIK BRUNEI	MP002

Payment codes are used to fill in *Bill / Reference No. 1* in BIBD Mobile App (STEP 5)

Registration + Alumni Fees + Orientation Pack

R001

Programme Deposit

R002

Student Association Fees

MP002

TUITION FEES

For any inquiries , please contact the Finance Division.

LOCAL / PERMANENT RESIDENT / IN-SERVICE TRAINING STUDENTS

Non-laboratory course		Laboratory course	
2.5 years (5 semesters) BND 9,000.00	3 years (6 semesters) BND 10,800.00	2.5 years (5 semesters) BND 10,250.00	3 years (6 semesters) BND 12,300.00
* BND 3,600.00 per year	BND 3,600.00 per year	BND 4,100.00 per year	BND 4,100.00 per year
BND 1,800.00 per semester	BND 1,800.00 per semester	BND 2,050.00 per semester	BND 2,050.00 per semester
BND 300.00 per month	BND 300.00 per month	** BND 340.00 per month	** BND 340.00 per month

* Payment for the first 2 years: BND 3,600.00 / year
Payment for the final semester: BND 1,800.00

** Payment for each semester

- Payment for the first month: BND 350.00
- Payment for the next 5 months: BND 340.00 / month

INTERNATIONAL STUDENTS

Non-laboratory course		Laboratory course	
2.5 years (5 semesters) BND 12,500.00	3 years (6 semesters) BND 15,000.00	2.5 years (5 semesters) BND 15,000.00	3 years (6 semesters) BND 18,000.00
* BND 5,000.00 per year	BND 5,000.00 per year	BND 6,000.00 per year	BND 6,000.00 per year
BND 2,500.00 per semester	BND 2,500.00 per semester	BND 3,000.00 per semester	BND 3,000.00 per semester
** BND 400.00 per month	** BND 400.00 per month	BND 500.00 per month	BND 500.00 per month

* Payment for the first 2 years: BND 5,000.00 / year
Payment for the final semester: BND 2,500.00

** Payment for each semester

- Payment for the first month: BND 500.00
- Payment for the next 5 months: BND 400.00 / month

ACCOMMODATION



Politeknik Brunei currently does not have any student accommodation facilities available. However, if you wish to apply for one, there are student accommodations available which are managed by Universiti Brunei Darussalam (UBD). Terms and conditions apply.

For the application process, visit the UBD Corporation website at: <https://ubdcorp.com/>

The current accommodation service is only applicable to students who are:

1. Studying in Politeknik Brunei at Brunei-Muara District campuses:
 - (i) Ong Sum Ping Condominium
 - (ii) PAPRSB IHS UBD
2. Residing outside of Brunei-Muara District

***Please do take note that the student accommodation and transportation are at the student's own expenses**

HOW TO APPLY

Fill up the online form to make a reservation: <https://ubdcorp.servicedashboard.my/services/booking.php>

Ensure you have the following documents ready to be uploaded when completing the reservation:

1. **Offer Letter from Politeknik Brunei**
2. **Copy of Student Identity Card (IC) / Passport**
3. **Passport Size Photo**
4. **Authorization Accommodation at UBD Campus Form**


Authorization Form

Students intending to apply for accommodation are required to complete the **Authorization Accommodation at UBD Campus Form** (link: [Authorization-Accommodation-Form](#)), which requires authorization stamps and verification from Politeknik Brunei.

The documents required are as follows:

1. **Authorization Accommodation at UBD Campus Form**
2. **Copy of Offer/Acceptance Letter from Politeknik Brunei**
3. **Copy of Student Identity Card (IC)**

Kindly print and submit the documents above to:

 Unit 2.04, Level 2, Student Affairs Division,
Ong Sum Ping Campus, Politeknik Brunei





Monday - Thursday
8.30am - 11.30am
1.45pm - 3.45pm

Saturday
8.30am - 11.30am
1.45pm - 3.45pm

For further inquiries, please contact:

 **UBD Corporation Sdn Bhd**
The Core Residential College,
Universiti Brunei Darussalam,
Tungku Link Gadong, BE 1410

 +673 2463001

 reservation.ubdcorp@ubd.edu.bn

TRANSPORTATION

SHUTTLE BUS SERVICES

Politeknik Brunei currently **does not** provide any home to institution transportation services. However, a shuttle bus facility is available for students under the following conditions:

(i) **Students from the School of Business and the School of Information and Communication Technology** studying at the Lifelong Learning Centre (L3C), Lambak Kanan Campus – applicable to those who have applied for hostel accommodation.

(ii) **Students from the School of Science and Engineering and School of Petrochemical** studying at Lumut Campus.

This service is available for a minimal fee, chargeable to an appointed bus operator. The shuttle bus will transport students directly from designated pickup points set by the company.

PICKUP / DROP-OFF POINTS FOR L3C CAMPUS:

- The Core, UBD to L3C Campus / Ong Sum Ping Campus, Politeknik Brunei.

PICKUP / DROP-OFF POINTS FOR LUMUT CAMPUS:

- Ong Sum Ping Campus, Politeknik Brunei
- The Core, UBD
- Pantai Jerudong Parking Lot
- Dewan Kemasyarakatan, Tutong District
- Lumut Campus, Politeknik Brunei

Students interested to use the shuttle bus services this semester are required to fill in and complete the online registration form available via this link:

<https://bit.ly/BusIntake15July2025>



INSURANCE

All new students are **required** to have a Life Insurance Policy that covers at least two and a half (2.5) years duration of study in Politeknik Brunei.

A copy of the insurance policy must be submitted to the Student Affairs Division, Politeknik Brunei **before Thursday, 31st July 2025** via the link below:

<https://forms.gle/H3xXeEhSfuJxZFKr5>

Purchase/Registration of the Life Insurance can be done by visiting the nearest **BIBD Takaful Branch, TAIB Insurance** or any favorable insurance company.



Insurans Islam TAIB - General Takaful

For further enquiries on Insurance Islam TAIB General Takaful please contact +673 222 3004.

Subscriptions can be made over the counter at the following Takaful counter:

- Main Branch, Bangunan Suria Kiulap
- Perbadanan TAIB, Airport Mall
- Mail Processing Centre (Berakas)
- Perbadanan TAIB Tutong, Tingkat 1
- Kuala Belait Branch, Jalan Jaya Negara

Purchase of insurance policy can also be done online via Insurans Islam TAIB (Mobile Application)



TAKAFUL BRUNEI

Takaful Brunei Am Sdn Bhd (TBA)

For more information, please call TBA Call Centre at 224 4000, or visit their branches:

- TBA Head Office, Kg Beribi, Jalan Gadong
- Delima Branch

Purchase of insurance policy can also be done online via Takaful Brunei Mobile (Mobile Application)

Note:

If you have purchased insurance as a student at your previous institution and it is still active, you may contact your insurance provider directly to inquire whether the coverage can be used during your studies at Politeknik Brunei.

ORIENTATION ACTIVITIES

The Orientation Week activities will commence from **Tuesday, 8th July 2025 until Saturday, 12th July 2025, from 7.45am – 12.15pm and 1.30pm – 3.30pm**

POLITEKNIK BRUNEI ORIENTATION WEEK FOR INTAKE 15 JULY 2025 SESSION

DAY/TIME	7.45am-8.15am	8.15am-8.30am	8.30am-8.45am	8.45am-9.00am	9.00am-9.15am	9.15am-9.30am	9.30am-9.45am	9.45am-10.00am	10.00am-10.30am	10.30am-10.45am	10.45am-11.00am	11.00am-11.15am	11.15am-11.30am	11.3am-11.45am	11.45am-12.00pm	12.00pm-12.15pm	12.15pm-1.30pm	1.30pm-1.45pm	1.45pm-2.00pm	2.00pm-2.15pm	2.15pm-2.30pm	2.30pm-2.45pm	2.45pm-3.00pm	3.00pm-3.15pm	3.15pm-3.30pm
TUESDAY, 08.07.2025	REGISTRATION	WELCOMING REMARKS				JABATAN PENGURUSAN BIASISWA				BRUNCH			AWARENESS TALK: SEXUAL HARRASSMENT				BREAK	AWARENESS TALK: CYBERBULLY						INFO	
		Venue: Dewan Munawarah, Level 7, Setia Point, Berakas																							
WEDNESDAY, 09.07.2025		LEADERSHIP & TEAMBUILDING						BRUNCH			LEADERSHIP & TEAMBUILDING							BREAK	LEADERSHIP & TEAMBUILDING						
		Venue: Taman Mahkota Jubli Emas @ Eco-Corridor, BSB (Gathering Points: Near BIBD Connects)																							
THURSDAY, 10.07.2025		SCHOOL ORIENTATION						BREAK	SCHOOL ORIENTATION						LUNCH BREAK	SCHOOL ORIENTATION									
		*Venue: Respective School							*Venue: Respective School							*Venue: Respective School									
SATURDAY, 12.07.2025	DIVISIONAL BRIEFING & ENRICHMENT DAY																								
	Venue: Multipurpose Hall, Life-Long Learning Centre (L3C), Lambak Kanan																								
• SBS – School of Business • SICT – School of Information and Communication Technology • SHS – School of Health Sciences • SSE – School of Science & Engineering • SPC – School of Petrochemical																									

• SBS – School of Business • SICT – School of Information and Communication Technology • SHS – School of Health Sciences • SSE – School of Science & Engineering • SPC – School of Petrochemical

ORIENTATION WEEK INFO

→ Orientation Week contents/activities may be subjected to change.

DATE	ATTIRE	VENUE
DAY 1 Tuesday, 8 July 2025	Male: PB Orientation Shirt with long pants Female: PB Orientation Shirt with long pants and Black Tudong (Optional for Non-Muslim)	Dewan Munawwarah, Level 7, Setia Point, Berakas
DAY 2 Wednesday, 9 July 2025	Male: PB Red Polo Shirt with long pants Female: PB Red Polo Shirt with long pants and Cream Tudong (Optional for Non-Muslim)	Taman Mahkota Jubli Emas @ Eco-Corridor, Bandar Seri Begawan (Gathering point near BIBD Connects)
DAY 3 Thursday, 10 July 2025	Male: PB Orientation Shirt with long pants Female: PB Orientation Shirt with long pants and Black Tudong (Optional for Non-Muslim)	<ul style="list-style-type: none"> SBS & SICT – Multipurpose Hall, Life-long Learning Centre (L3C), Lambak Kanan SHS – Extension Building, PAPRSB Institute of Health Sciences, UBD SSE & SPC – Multipurpose Hall, Politeknik Brunei Lumut Campus
DAY 4 Saturday, 12 July 2025	Male: PB Red Polo Shirt with long pants Female: PB Red Polo Shirt with long pants and Black Tudong (Optional for Non-Muslim)	Multipurpose Hall, Life-Long Learning Centre (L3C), Lambak Kanan

→ Complimentary refreshments are provided on the following days:

- Tuesday, 8 July 2025 (Brunch)
- Wednesday, 9 July 2025 (Brunch)
- Thursday, 10 July 2025 (Breakfast & Lunch)

→ However, students are advised to bring their additional water/drinks, especially during Leadership & Team Building slots.

PREPARED BY:

فجھابہر فندرفنر واک سہاوسہا

REGISTRAR & SECRETARIAT OFFICE



POLITEKNIK BRUNEI
Block 2E, Level 11, Room 11.04
Ong Sum Ping Condominium
Bandar Seri Begawan BA1311



+673 223 4466 ext 277 / + 673 223 4451



admission@pb.edu.bn



www.pb.edu.bn



@politeknikbrunei

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