



قوليتيكنيك بروني
POLITEKNIK BRUNEI



ORIENTATION INFO

INTAKE 15, JANUARY 2026



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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 (13th January 2026) until Thursday (15th January 2026).

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!

-  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 Corporation Sdn Bhd (*please refer to page 11*)
-  Register for daily bus transportation services to L3C or Lumut Campus during the semester via online registration link (*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 on **Tuesday, 6th January 2026** and **Wednesday, 7th January 2026** at **Level 2, One Stop Centre, Ong Sum Ping Campus, Politeknik Brunei**
-  Attend the Orientation Week from **Tuesday, 13th January 2026** until **Thursday, 15th January 2026** (*please refer to page 14*)

REMINDER

Orientation Packs Collection Time:

(6th January 2026 – 7th January 2026)

Tuesday – Wednesday

8:30 am – 11:30 am

1:30 pm – 3:30 pm

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



Academic teaching and learning will commence on
19th January 2026



GENERAL FEES PAYMENT PROCEDURE

IMPORTANT

1. Fees payment will begin on **Monday, 15th December 2025** until **Thursday, 1st January 2026**.
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/OrientationJan2026>

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 <i>For those who do not have BIBD account, cash payments can be made at BIBD counter</i>
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	
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 <i>For those who do not have BIBD account, cash payments can be made at BIBD counter</i>
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	
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

GENERAL FEES PAYMENT DESCRIPTION

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

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



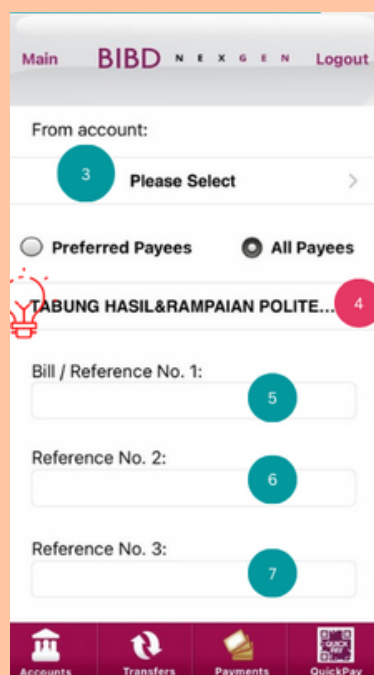
+673 717 4466



finance@pb.edu.bn

PAYMENT GUIDELINES

1) BIBD MOBILE / ONLINE APPLICATION



- Step 1:**
Login to BIBD Online Mobile Apps and select **Payment Services / Donations**
- Step 2:**
Select **Bill Payment**
- Step 3:**
Select **From Account**
- Step 4:**
Select **All Payees**
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:**
Upload 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

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** **OR****00015010026783** for **TABUNG MPP POLITEKNIK BRUNEI****Step 3:**

Payment:

If **Cash** – Fill in the **amount** in **TUNAI / CASH** boxIf **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:**

Upload the payment slip 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

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



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 **UBD Corporation Sdn Bhd**. Terms and conditions apply.

For the application process as well as types of accommodation available, kindly visit the UBD Corporation Sdn Bhd website at: <https://ubdcorp.com/>

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

Student accommodation is open to all Politeknik Brunei students. Application can be submitted throughout the year. New students are encouraged to apply as soon as they confirm their offer. Rooms are allocated on a first-come, first-served basis and subject to availability.

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. UBD Hostel Application Form**
- 2. Copy of Offer/Acceptance Letter from Politeknik Brunei**
- 3. Copy of Student Identity Card (IC)**

Kindly print and submit (hardcopy) of the documents above to:



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



Monday - Thursday & 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



+673 872 5688 (Front Desk Hotline)



reservation@ubdcorp.com

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

(i) **Students from the School of Business, School of Information and Communication Technology and School of Health Sciences** studying at the Lifelong Learning Centre (L3C), Lambak Kanan Campus and/or Ong Sum Ping 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 the Lumut Campus.

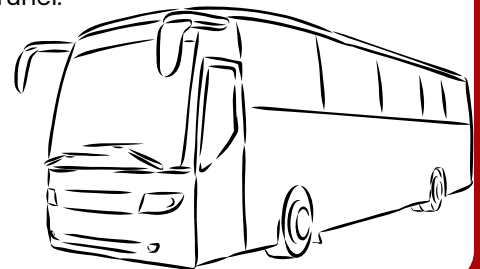
This service is available for a minimal fee, chargeable to an appointed bus operator. The bus will transport students directly from designated pickup points to the respective campus.

PICKUP / DROP-OFF POINTS FOR L3C CAMPUS:

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

PICKUP / DROP-OFF POINTS FOR LUMUT CAMPUS:

- Ong Sum Ping Campus, Politeknik Brunei
- Masjid Mohamed Bolkihah, Serusop
- UBD Hostels
- Pantai Jerudong
- Kompleks Dewan Kemasyarakatan Tutong



Important Note:

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

<https://bit.ly/BusIntake15January2026>

All new students are required to have a student insurance 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 **online only** to the Student Affairs Division, Politeknik Brunei, **before Saturday, 31st January 2026** via the link below:

<https://forms.gle/m6FmctBqCHr2Hmd7A>

The registration of the insurance can be done by visiting the nearest **Takaful Brunei, Insurans Islam TAIB** 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.

The Orientation Week activities will commence from **Tuesday, 13th January 2026 until Thursday, 15th January 2026, from 7.45am – 12.00pm and 1.30pm – 4.30pm.** Please refer to the schedule below for the venue details. Should there be any changes, students will be informed early.

POLITEKNIK BRUNEI ORIENTATION WEEK FOR INTAKE 15 JANUARY 2026 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	11.30am-11.45am	11.45am-12.00pm	12.00pm-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	3.30pm-3.45pm	3.45pm-4.00pm	4.00pm-4.15pm	4.15pm-4.30pm
TUESDAY, 13.01.2026	REGISTRATION	WELCOMING REMARKS	AWARENESS TALK & DIVISIONAL BRIEFING													BREAK	DIVISIONAL BRIEFING				ENRICHMENT DAY							
			Venue: Multipurpose Hall, L3C											Venue: Multipurpose Hall, L3C														
WEDNESDAY, 14.01.2026		LEADERSHIP & TEAMBUILDING													LEADERSHIP & TEAMBUILDING													
		Venue: Multipurpose Hall, L3C											Venue: Multipurpose Hall, L3C															
THURSDAY, 15.01.2026		SCHOOL ORIENTATION													SCHOOL ORIENTATION													
		Venue: Respective School											Venue: Respective School															
SBS – School of Business SICT – School of Information and Communication Technology SSE – School of Science & Engineering SPC – School of Petrochemical																												

• SBS – School of Business

• SICT – School of Information and Communication Technology

• SSE – School of Science & Engineering

• SPC – School of Petrochemical

Note: Orientation Week contents/activities may be subjected to change.

Day / Date	Attire	Venue
DAY 1 Tuesday, 13 January 2026	Male: PB Red Polo Shirt with long pants Female: PB Red Polo Shirt with long pants and Cream Tudong (Optional for Non-Muslim)	Multipurpose Hall, L3C
DAY 2 Wednesday, 14 January 2026	Male: PB Orientation Shirt with long pants Female: PB Orientation Shirt with long pants and Black Tudong (Optional for Non-Muslim)	Multipurpose Hall, L3C
DAY 3 Thursday, 15 January 2026	Male: PB Red Polo Shirt with long pants Female: PB Red Polo Shirt with long pants and Cream Tudong (Optional for Non-Muslim)	• SBS & SICT – Multipurpose Hall, L3C • SSE & SPC – Multipurpose Hall, Lumut Campus

→ Complimentary refreshments (Breakfast and Lunch) are provided throughout all three (3) days of Orientation Week.

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

! IMPORTANT

POLO SHIRT SIZE SUBMISSION FORM

All students are requested to submit their polo shirt size using the form linked below:

<https://forms.gle/4Et9N8JgY2BUjMbjA>

Please submit your details as soon as possible.

PREPARED BY:

فجاءير فندفئر واد سنيائوسها

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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