



قوليتيكنيك بروني  
POLITEKNIK BRUNEI



# ORIENTATION INFO

INTAKE 16, JULY 2026

A GUIDE FOR NEW STUDENTS AT POLITEKNIK BRUNEI

VERSION 1.0 (28 MAY 2026)

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# WELCOME TO POLITEKNIK BRUNEI

We are delighted to welcome you to our community and congratulate you on beginning this exciting new chapter of your academic journey.

The Orientation Committee has organised a variety of activities to help ensure a smooth transition into campus life. These programmes are designed to help you build friendships, explore campus facilities and services, and become familiar with the vibrant learning environment at Politeknik Brunei.

Orientation Week will be held on  
**14<sup>th</sup> July 2026 (Tuesday), 16<sup>th</sup> July 2026 (Thursday)** and  
**18<sup>th</sup> July 2026 (Saturday).**

Academic teaching and learning will commence on  
**20<sup>th</sup> July 2026 (Monday).**

Please be informed that attendance throughout Orientation Week is **COMPULSORY** for all new students.

Should you have any inquiries regarding Orientation Week, please contact the Orientation Committee via email at **bhep@pb.edu.bn** or by telephone at **+673 223 4466**.

We look forward to meeting you and wish you a rewarding and memorable experience at Politeknik Brunei.

# NEW STUDENT CHECKLIST

- Pay the General Fees (please refer to page 6-10 for payment details)
- Submit your polo shirt sizes via the link <https://bit.ly/PoloSizeInt16July26>
- Follow **Politeknik Brunei Majlis Perwakilan Pelajar (PBMPP) Instagram @pb.mpp** for more information and updates
- Register for hostel accommodation with UBD Corporation Sdn Bhd (if applicable, please refer to page 13)
- Register for daily bus transportation services to L3C or Lumut Campus during the semester via online registration link (if applicable, please refer to page 14)
- Purchase Insurance coverage for your duration of study (please refer to page 15)
- Collect Orientation Packs from **7<sup>th</sup> July 2026 (Tuesday)** until **9<sup>th</sup> July 2026 (Thursday)** at **Level 2, One Stop Centre, Ong Sum Ping Campus, Politeknik Brunei.**

## Orientation Packs Collection Time

### **Tuesday - Thursday**

8:30 am - 11:30 am

1:30 pm - 3:30 pm

Please show the screenshot of your payment receipt during collection

- Attend the Orientation Week on **14<sup>th</sup> July 2026 (Tuesday)**, **16<sup>th</sup> July 2026 (Thursday)** and **18<sup>th</sup> July 2026 (Saturday)** (please refer to page 14)

# FINANCE DIVISION FEES & PAYMENT GUIDE



# POLITEKNIK BRUNEI

## FINANCE DIVISION

*For any enquiries regarding payments, please contact the Finance Division, Politeknik Brunei, for further assistance.*



### Finance Division

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



+673 223 4466 ext. 297



+673 717 4466



finance@pb.edu.bn



### 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



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#### Friday / Sunday / Public Holiday

**CLOSED**

# IMPORTANT NOTES

- Fees payment will begin from **13<sup>th</sup> June 2026 (Saturday) until Tuesday, 30<sup>th</sup> June 2026 (Tuesday)**.
- **Online Payment ONLY.**
- **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.**
- Ensure your **admission status** (Local Government Scholarship/Fee Paying) is **correct** (refer to your offer letter).
- Please refer to **General Fees Section** (page 6) for the total amount to be paid.
- Please refer to **Online Payment Code** (page 7) before you proceed for payment.
- Please read the **payment guidelines** (page 8-10) thoroughly.
- **Fill in the Google Form** after payment is made and **upload your proof of payment** in the link/QR code (Google Form) provided below.



## REMINDER

After successful payment, remember to **screenshot** and **keep a copy of the receipt** for reference.

Please **fill in the google form** using the provided link or scan the QR Code and upload the receipt.

**<https://bit.ly/OrientationJULY2026>**

Please provide your **ACTIVE email** as Official Receipt will be sent through email.

SCAN ME



# GENERAL FEES

**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)**

LEGAL GOVERNMENT SCHOLARSHIP STUDENTS				
Payment Description	Payment Code	Government Scholarship Students		Mode of Payment
Registration Fees	R001	BND 20.00		<b>BIBD Online Mobile Apps</b> OR <b>BIBD Cash Deposit Machine (CDM)</b> OR <b>Cash Payment at BIBD Counter</b>  <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	
<b>TOTAL</b>		<b>BND 250.00</b>	<b>BND 275.00</b>	

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		<b>BIBD Online Mobile Apps</b> OR <b>BIBD Cash Deposit Machine (CDM)</b> OR <b>Cash Payment at BIBD Counter</b>  <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	<b>CASH PAYMENT ONLY</b>  <b>at Level 12, Finance Division Counter, Politeknik Brunei</b>
Administrative Charges		BND 100.00		
Acceptance Fees	BND 100.00			
<b>TOTAL PAYMENT</b>		<b>BND 600.00</b>	<b>BND 625.00</b>	

**REFUNDABLE - TERMS AND CONDITION APPLY**

# GENERAL FEES

## 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

PAYMENT DESCRIPTION	PAYEES	PAYMENT CODE
Student Association Fees	TABUNG MPP POLITEKNIK BRUNEI	MP002



Please ensure that the **CORRECT PAYEE** is entered when making each payment



# GENERAL FEES

## 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: **Student IC No**

**Step 7:**

Bill / Reference No. 3, key in: **Student Full Name**

**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 **upload it to the link/QR code provided on page 5 or email to [finance@pb.edu.bn](mailto:finance@pb.edu.bn)**.

**Please ensure that the CORRECT PAYEE is entered when making each payment**

PAYMENT DESCRIPTION	PAYEES (refer to Step 4)	PAYMENT CODE (refer to Step 5)
Registration + Alumni Fees + Orientation Pack	TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI	R001
Programme Deposit		R002
Student Association Fees	TABUNG MPP POLITEKNIK BRUNEI	MP002

# GENERAL FEES

## PAYMENT GUIDELINES

### 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)** or  
**TABUNG MPP POLITEKNIK BRUNEI (00015010026783)**

**Step 4:**

Please **confirm** the Payee and Account numbers 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 google form** using the link/QR code provided in page 5 or email to [finance@pb.edu.bn](mailto:finance@pb.edu.bn)

*Please ensure that the **CORRECT PAYEE** is entered when making each payment*

PAYMENT DESCRIPTION	PAYEES (refer to Step 4)	PAYMENT CODE (refer to Step 5)
Registration + Alumni Fees + Orientation Pack	TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI	R001
Programme Deposit		R002
Student Association Fees	TABUNG MPP POLITEKNIK BRUNEI	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:**

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

**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 make sure the cheque's payee name is **POLITEKNIK BRUNEI**)

**Step 4:**

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

**Step 5:**

**Upload the payment slip** to the link/QR code provided on page 5 or  
email to [finance@pb.edu.bn](mailto:finance@pb.edu.bn)

*Please ensure that the **CORRECT PAYEE** is entered when making each payment*

PAYMENT DESCRIPTION	PAYEES (refer to Step 4)	PAYMENT CODE (refer to Step 5)
Registration + Alumni Fees + Orientation Pack	TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI	R001
Programme Deposit		R002
Student Association Fees	TABUNG MPP POLITEKNIK BRUNEI	MP002

# TUITION FEES

Fee-paying students are required to make tuition fee payments at the **Finance Division Counter, Level 12, Politeknik Brunei** during counter operating hours.

LOCAL FEE PAYING / PERMANENT RESIDENT / IN-SERVICE TRAINING STUDENTS			
Non-laboratory course		Laboratory course	
2.5 years (5 semesters)	3 years (6 semesters)	2.5 years (5 semesters)	3 years (6 semesters)
BND 9,000.00	BND 10,800.00	BND 10,250.00	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)	3 years (6 semesters)	2.5 years (5 semesters)	3 years (6 semesters)
BND 12,500.00	BND 15,000.00	BND 15,000.00	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

# STUDENT SERVICES & FACILITIES

ACCOMMODATION

INSURANCE

BANK ACCOUNT

BUS TRANSPORTATION



# 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 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. Applications 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, 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 the documents (hardcopy) 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](mailto:reservation@ubdcorp.com)

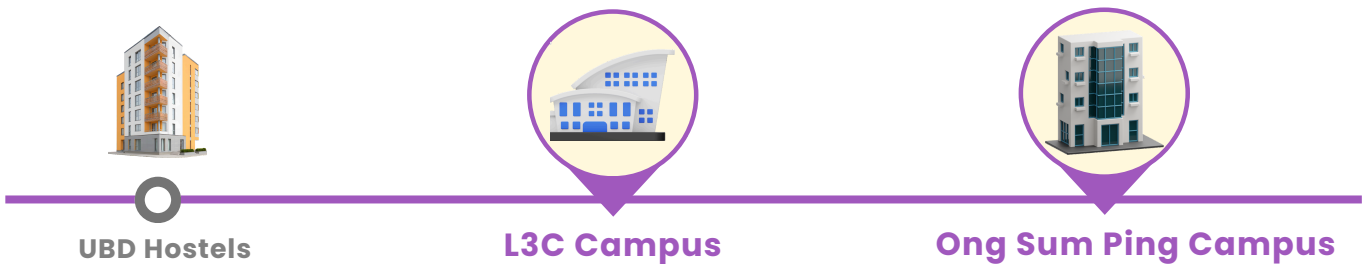
# BUS TRANSPORTATION

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

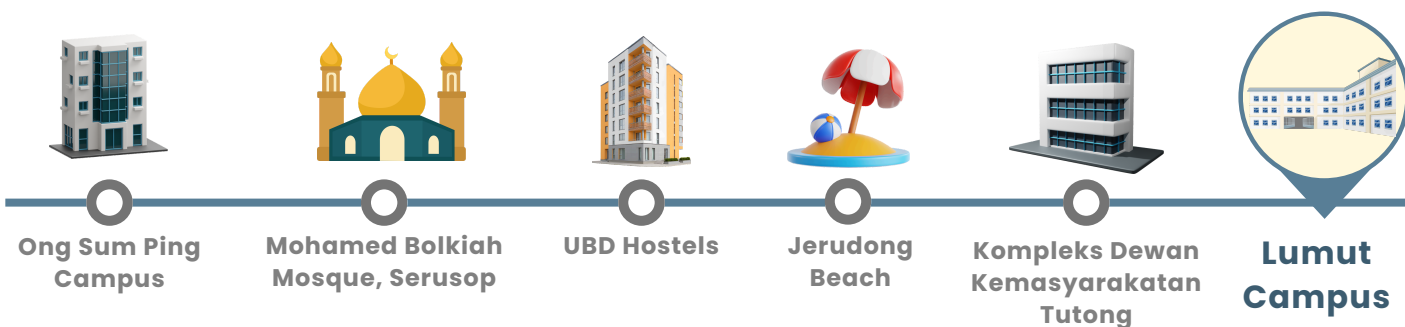
- (i) Students from the School of Business, School of Information and Communication Technology and School of Health Sciences studying at the Lifelong Learning Centre (L3C), Lambak Kanan Campus and/or Ong Sum Ping Campus - applicable to those who have applied for hostel accommodation.
- (ii) Students 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.

## PICK UP/DROP-OFF POINTS FOR L3C CAMPUS/ONG SUM PING CAMPUS



## PICK UP/DROP-OFF POINTS FOR LUMUT CAMPUS



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

<https://bit.ly/BusInt16July26>

For further inquiries, please email [bhep@pb.edu.bn](mailto:bhep@pb.edu.bn)



# INSURANCE

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 20<sup>th</sup> July 2026 (Monday)** via the link below:

**<https://bit.ly/Intake16JulyInsurance>**

The insurance registration can be done by visiting the nearest Takaful Brunei, Insurans Islam TAIB or any favourable insurance company.



**TAKAFUL  
BRUNEI**



## 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.



# BANK ACCOUNT

**All new Local Government Scholarship Students are required to have a local bank account for allowance purposes.**

A copy of bank account details must be submitted to the Student Affairs Division, Politeknik Brunei **before Monday, 31 August 2026** via a link that will be shared through PB Official student emails **after the Orientation Week July 2026**.

For the opening of certain bank accounts involving an individual below 18 years of age, the account can be opened jointly with one of individual's parents or guardian. **Please check the requirement of your respective bank.**

For Bank Account submission, please make sure that both student and parent/guardian's names are stated on the proof document to prevent any inconvenience (if joint account is used).



# ORIENTATION WEEK

The Orientation Week activities will commence on **14<sup>th</sup> July 2026 (Tuesday)**, **16<sup>th</sup> July 2026 (Thursday)** and **18<sup>th</sup> July 2026 (Saturday)** 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.

**Tuesday**  
**14<sup>th</sup> July 2026**

- ★ Welcoming Remarks
- ★ Briefing & Talks
- ★ Teambuilding Activity
- ★ PBSRC 25/26
- ★ Video Tour



**Thursday**  
**16<sup>th</sup> July 2026**

- Briefing & Talks
- Teambuilding Activity
- Enrichment Day





**Saturday**  
**18<sup>th</sup> July 2026**

- School Orientation
  - Introduction
  - Activities
  - Campus Tour




## NOTES

 7.30 am - 8.00 am **Registration**

 12.00 pm - 1.30 pm **Lunch**



 4.30 pm **End of Session**

Day / Date	Attire	Venue
<b>DAY 1</b> 14 <sup>th</sup> July 2026 (Tuesday)	<b>Male:</b> PB Orientation Shirt with long pants <b>Female:</b> PB Orientation Shirt with long pants and Black Tudong (Optional for Non-Muslims)	Chancellor Hall, Universiti Brunei Darussalam
<b>DAY 2</b> 16 <sup>th</sup> July 2026 (Thursday)	<b>Male:</b> PB Red Polo Shirt with long pants <b>Female:</b> PB Red Polo Shirt with long pants and Cream Tudong (Optional for Non-Muslims)	Chancellor Hall, Universiti Brunei Darussalam
<b>DAY 3</b> 18 <sup>th</sup> July 2026 (Saturday)	<b>Male:</b> PB Orientation Shirt with long pants <b>Female:</b> PB Orientation Shirt with long pants and Black Tudong (Optional for Non-Muslims)	<ul style="list-style-type: none"> <li>• <b>SBS &amp; SICT</b> - Multipurpose Hall, L3C</li> <li>• <b>SSE &amp; SPC</b> - Multipurpose Hall, Lumut Campus</li> <li>• <b>SHS</b> - Lecture Theatre, IHS UBD</li> </ul>

## IMPORTANT

- Refreshments (lunch) will be provided throughout the three-day orientation.
- Students are advised to bring **their own water bottle and utensils during the School Orientation slots (Saturday, 18<sup>th</sup> July 2026)** to support Politeknik Brunei's Green Initiative.

**PREPARED BY:**

فجاءبرس فندفتر واد سنياسها

## **REGISTRAR & SECRETARIAT OFFICE**



**POLITEKNIK BRUNEI**

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



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