

## A. Student Template

### Note:

- 1) Green fields are required. Blue fields are optional and good to have.
- 2) Citizenship and Passport details are **mandatory** for **foreign students & teachers**.
- 3) Home Phone Number, Mobile Phone Number and Address fields should be filled where applicable. E.g. If the student does not have any home phone number, leave the field **blank**. If the student does not have Jalan, leave the field blank.
- 4) Academic Program should match Academic Plan. Refer to item no. 32.
- 5) Please ensure **Student full name, Gender, Date of Birth, IC Number/Birth Certificate No., Academic Career, Academic Program** and **Academic Plan** are filled up.
  - a. Birth Certificate No. is **mandatory**.
- 6) Students taking Special Applied Program, to state **specialization**: Refer to item no. 32.
  - a. Art & Design (A&D)
  - b. Business Administration (BA)
  - c. Creative Media Production (CMP)
  - d. Hospitality (HOS)
  - e. IT Users (ITQ)
  - f. Sports and Active Leisure (S&L)

No.	Field Name	Remarks
1.	<b>Student Full Name</b>	Name as shown in IC.
2.	<b>Gender</b>	F – Female M – Male
3.	<b>Date of Birth</b>	Format: DD-MM-YYYY E.g. 25-04-1998
4.	<b>Country of Birth</b>	3 letter. Refer to list of country on page 7-10. Select from drop down list.
5.	<b>Birth State/ District</b>	State only provided for BRN and MYS.
6.	<b>Place of Birth (Not needed)</b>	
7.	<b>Country</b>	Default value should be 'BRN'.
8.	<b>IC Color</b>	ICY – Yellow ICR - Purple/Red ICG – Green
9.	<b>IC Number</b>	Only Brunei IC. Must be 8 digits. E.g. 00-123456, 51-123456
10.	<b>Birth Certificate No.</b>	Max Character is 16.
11.	<b>Ethnic Group / Race</b>	Select from drop down list.
12.	<b>Religion</b>	Select from drop down list.
13.	<b>Country</b>	Default value should be 'BRN'.
14.	<b>Citizenship Status</b>	1 - Citizen 2 - Permanent Citizen 3 - Citizen by Registration 4 - Stateless 5 - Non-Citizen

Passport details (The following are applicable when the student is Non-citizen[5] (i.e. Foreigner))		
15.	Passport No.	
16.	Issue Date	Format: DD-MM-YYYY E.g. 25-04-1998
17.	Expiry Date	Format: DD-MM-YYYY E.g. 25-04-1998
18.	Passport Country	Select from drop down list.
19.	City	The city where passport was made. Max Character is 30.
20.	Issuing Authority	E.g. Ministry of Home Affairs, Immigration Department. Max character is 50.
21.	Comments / Other information	
22.	Home Phone Number	Only Brunei number and 1 phone number is required. Preferably home number, else mobile number.
23.	Mobile Phone Number	Only Brunei number and 1 phone number is required.
24.	Office 365 Email Address	E.g. hasnol.daud@smas.moe.edu.bn
25.	House / Lot No.	E.g. No. 33, No. 44 Block A condominium name, Lot No. 12 (Remove commas (,))
26.	Simpang	E.g. Spg 39 (Remove commas (,))
27.	Jalan	E.g. Jln Gadong (Remove commas (,))
28.	Kampong	E.g. Kg Sungai Akar (Remove commas (,))
29.	District	MUAR – Brunei Muara TUTG – Tutong BELT – Belait TMBG – Temburong
30.	Post Code	
31.	Rank Among Siblings	Number only. Eg. 1, 5, 12

32.

Academic Career	Career Description	Academic Program	Program Description	Academic Plan	Plan Description
PRES	Pre-School	PRESC	Pre-School	PSCHLYR	Pre-School
PRIM	Primary	PRMRY	Primary	PRMRYR1	Year 1
				PRMRYR2	Year 2
				PRMRYR3	Year 3
				PRMRYR4	Year 4
				PRMRYR5	Year 5
				PRMRYR6	Year 6
SECS	Secondary	SCCCR	Common Curriculum	SCCCRYR7	Common Curriculum Year 7
				SCCCRYR8	Common Curriculum Year 8
		SCGEE	General Education Program - Express Track	SCGEEY9	General Education Program Express Track Year 9
				SCGEEY10	General Education Program Express Track Year 10
		SCGES	General Education Program - Science	SCGESY9	General Education Program Science Track Year 9
				SCGESY10	General Education Program Science Track Year 10
				SCGESY11	General Education Program Science Track Year 11

	SCGEA	General Education Program - Arts	SCGEAYR9	General Education Program Arts Track Year 9
			SCGEAY10	General Education Program Arts Track Year 10
			SCGEAY11	General Education Program Arts Track Year 11
	SCAEP	Applied Education Program	SCAEPYR9	Applied Education Program Year 9
			SCAEPY10	Applied Education Program Year 10
			SCAEPY11	Applied Education Program Year 11
	SCSEP	Specialized Education Program	SCSEPYR9	Specialized Education Program Year 9
			SCSEPY10	Specialized Education Program Year 10
			SCSEPY11	Specialized Education Program Year 11
	SCSAP	Special Applied Program	SCSAPYR9	Special Applied Program Year 9
			SCHOSY10	Special Applied Program Year 10 - BTEC Edexcel Level 1 Introductory - Hospitality
			SCARDY10	Special Applied Program Year 10 - BTEC Edexcel Level 1 Introductory – Art & Design
			SCBSAY10	Special Applied Program Year 10 - BTEC Edexcel Level 1 Introductory – Business Administration
			SCSALY10	Special Applied Program Year 10 - BTEC Edexcel Level 1 Introductory – Sports & Leisure
			SCCMPY10	Special Applied Program Year 10 - BTEC Edexcel Level 1 Introductory – Creative Media Production
			SCITUY10	Special Applied Program Year 10 - BTEC Edexcel Level 1 Introductory – IT User
			SCHOSY11	Special Applied Program Year 11 - BTEC Edexcel Level 2 Extended - Hospitality
			SCARDY11	Special Applied Program Year 11 - BTEC Edexcel Level 2 Extended – Art & Design
			SCBSAY11	Special Applied Program Year 11 - BTEC Edexcel Level 2 Extended – Business Administration
			SCSALY11	Special Applied Program Year 11 - BTEC Edexcel Level 2 Extended – Sports & Leisure
			SCCMPY11	Special Applied Program Year 11 - BTEC Edexcel Level 2 Extended – Creative Media Production
SAPED	Special Applied Program Diploma	SAPEDHOS	Special Applied Program Year 12 - BTEC Edexcel Level 2 Diploma - Hospitality	
		SAPEDARD	Special Applied Program Year 12 - BTEC Edexcel Level 2 Diploma – Art & Design	
		SAPEDBSA	Special Applied Program Year 12 - BTEC Edexcel Level 2 Diploma – Business Administration	
		SAPEDSAL	Special Applied Program Year 12 - BTEC Edexcel Level 2 Diploma – Sports & Leisure	
		SAPEDCMP	Special Applied Program Year 12 - BTEC Edexcel Level 2 Diploma – Creative Media Production	

				SAPEDITU	Special Applied Program Year 12 - BTEC Edexcel Level 2 Diploma – IT Users	
		SCSNP	Special Needs Program	SCSNPYR7	Special Needs Program Year 7	
				SCSNPYR8	Special Needs Program Year 8	
				SCSNPYR9	Special Needs Program Year 9	
				SCSNPY10	Special Needs Program Year 10	
				SCSNPY11	Special Needs Program Year 11	
SPRT	Sports School	SSCCR	Common Curriculum	SSCCRYR7	Sports School Common Curriculum Year 7	
				SSCCRYR8	Sports School Common Curriculum Year 8	
		SSGES	General Education Program - Science	SSGESYR9	Sports School GEP Science Track Year 9	
				SSGESY10	Sports School GEP Science Track Year 10	
				SSGESY11	Sports School GEP Science Track Year 11	
		SSGEA	General Education Program - Arts	SSGEAYR9	Sports School GEP Arts Track Year 9	
				SSGEAY10	Sports School GEP Arts Track Year 10	
				SSGEAY11	Sports School GEP Arts Track Year 11	
		SSAEP	Applied Education Program	SSAEPYR9	Sports School AEP Year 9	
				SSAEPY10	Sports School AEP Year 10	
				SSAEPY11	Sports School AEP Year 11	
				Sports Curriculum	SSFOTBALL	Sports Curriculum - Football
					SSBADMNT	Sports Curriculum - Badminton
		SSGOLF	Sports Curriculum - Golf			
		SSATHLET	Sports Curriculum - Athletics			
		SSPENSIL	Sports Curriculum - Pencak Silat			
		SSSEPTAK	Sports Curriculum - Sepak Takraw			
PREU	Sixth Form	SFART	Sixth Form Arts Program	SFARTLWR	Arts Track Lower Sixth	
				SFARTUPR	Arts Track Upper Sixth	
		SRSCI	Sixth Form Science Program	SFSCILWR	Science Track Lower Sixth	
				SFSCIUPR	Science Track Upper Sixth	

## B. Teacher Template

### Note:

- 1) Green fields are required and blue fields are optional but good to have.
- 2) Citizenship and Passport details are **mandatory** for **foreign students and teachers**.
- 3) Home Phone Number, Mobile Phone Number and Address fields fill where necessary. E.g. If the student does not have any home phone number, leave the field blank. If the student does not have Jalan, leave the field blank.
- 4) Ensure **Teacher full name, Gender, Date of Birth, Teacher category, IC Number** and **Academic Career** are filled.

No.	Field Name	Remarks
1.	Teacher Full Name	Name as shown in IC.
2.	Prefix	E.g. Dr, Prof
3.	Teacher Category	MOEB - MOE Teacher RELf - Relief CFBT - CfBT JPI - JPI CONT - Contract
4.	Marital Status	S - Single M - Married D - Divorced W -Widow
5.	Gender	F – Female M – Male
6.	Date of Birth	Format: DD-MM-YYYY E.g. 25-04-1998
7.	Country of Birth	3 letter. Refer to list of country on page 7-10. Select from drop down list.
8.	Birth State/ District	State only provided for BRN and MYS.
9.	Place of Birth (Not needed)	
10.	Country	Default value should be 'BRN'.
11.	IC Color	ICY – Yellow ICP - Purple/Red ICG – Green
12.	IC Number	8 digit. E.g. 00-123456, 51-123456
13.	Ethnic Group / Race	Select from drop down list.
14.	Religion	Select from drop down list.
15.	Country	Default value should be 'BRN'.
16.	Citizenship Status	1 - Citizen 2 - Permanent Citizen 3 - Citizen by Registration 4 - Stateless 5 - Non-Citizen

Passport details (The following are applicable when the student is Non-citizen[NCZN] (i.e. Foreigner)		
17.	<b>Passport No.</b>	
18.	<b>Issue Date</b>	Format: DD-MM-YYYY E.g. 25-04-1998
19.	<b>Expiry Date</b>	Format: DD-MM-YYYY E.g. 25-04-1998
20.	<b>Passport Country</b>	The country the passport was made. Select from drop down list.
21.	<b>District</b>	District only provided for BRN and MYS.
22.	<b>City</b>	The city where the passport was made.
23.	<b>Issuing Authority</b>	E.g. Ministry of Home Affairs, Immigration Department
24.	<b>Comments / Other information</b>	
25.	<b>Home Phone Number</b>	Only Brunei number and 1 phone number is required. Preferably home number, else mobile number.
26.	<b>Mobile Phone Number</b>	Only Brunei number and 1 phone number is required.
27.	<b>Office 365 Email Address</b>	E.g. hasnol.daud@smas.moe.edu.bn
28.	<b>House / Lot No.</b>	E.g. No. 33, No. 44 Block A condominium name, Lot No. 12 (Remove commas (,))
29.	<b>Simpang</b>	E.g. Spg 39 (Remove commas (,))
30.	<b>Jalan</b>	E.g. Jln Gadong (Remove commas (,))
31.	<b>Kampong</b>	E.g. Kg Sungai Akar (Remove commas (,))
32.	<b>District</b>	MUAR – Brunei Muara TUTG – Tutong BELT – Belait TMBG – Temburong
33.	<b>Post Code</b>	
34.	<b>Academic Career</b>	PRES – Pre-school PRIM – Primary SECS – Secondary SPRT – Sports School PREU – 6 <sup>th</sup> Form

## List of Country

AFG - Afghanistan	BMU - Bermuda	CCK - Cocos (Keeling) Islands
ALA - Aland Islands	BTN - Bhutan	COL - Colombia
ALB - Albania	BOL - Bolivia	COM - Comoros
DZA - Algeria	BIH - Bosnia and Herzegovina	COG - Congo
ASM - American Samoa	BWA - Botswana	COD - Congo, The Democratic Republic
AND - Andorra	BVT - Bouvet Island	COK - Cook Islands
AGO - Angola	BRA - Brazil	CRI - Costa Rica
AIA - Anguilla	IOT - British Indian Ocean Territory	CIV - Cote D'Ivoire
ATA - Antarctica	BRN - Brunei Darussalam	HRV - Croatia
ATG - Antigua and Barbuda	BGR - Bulgaria	CUB - Cuba
ARG - Argentina	BFA - Burkina Faso	CYP - Cyprus
ARM - Armenia	BDI - Burundi	CZE - Czech Republic
ABW - Aruba	KHM - Cambodia	DNK - Denmark
AUS - Australia	CMR - Cameroon	DJI - Djibouti
AUT - Austria	CAN - Canada	DMA - Dominica
AZE - Azerbaijan	CPV - Cape Verde	DOM - Dominican Republic
BHS - Bahamas	CYM - Cayman Islands	TLS - East Timor
BHR - Bahrain	CAF - Central African Republic	ECU - Ecuador
BGD - Bangladesh	TCD - Chad	EGY - Egypt
BRB - Barbados	CHL - Chile	SLV - El Salvador
BLR - Belarus	CHN - China	ENG - England
BEL - Belgium	CXR - Christmas Island	GNQ - Equatorial Guinea
BLZ - Belize		ERI - Eritrea
BEN - Benin		

EST - Estonia	GIN - Guinea	KIR - Kiribati
ETH - Ethiopia	GNB - Guinea-Bissau	PRK - Korea, Democratic People's Rep
FLK - Falkland Islands (Malvinas)	GUY - Guyana	KOR - Korea, Republic of
FRO - Faroe Islands	HTI - Haiti	KOS - Kosovo
FJI - Fiji	HMD - Heard and McDonald Islands	KWT - Kuwait
FIN - Finland	VAT - Holy See (Vatican City State)	KGZ - Kyrgyzstan
MKD - Fmr Yugoslav Rep of Macedonia	HND - Honduras	LAO - Lao People's Democratic Rep
FRA - France	HKG - Hong Kong	LVA - Latvia
GUF - French Guiana	HUN - Hungary	LBN - Lebanon
PYF - French Polynesia	ISL - Iceland	LSO - Lesotho
ATF - French Southern Territories	IND - India	LBR - Liberia
GAB - Gabon	IDN - Indonesia	LBY - Libyan Arab Jamahiriya
GMB - Gambia	IRN - Iran (Islamic Republic Of)	LIE - Liechtenstein
GEO - Georgia	IRQ - Iraq	LTU - Lithuania
DEU - Germany	IRL - Ireland	LUX - Luxembourg
GHA - Ghana	IMN - Isle of Man	MAC - Macao
GIB - Gibraltar	ISR - Israel	MDG - Madagascar
GRC - Greece	ITA - Italy	MWI - Malawi
GRL - Greenland	JAM - Jamaica	MYS - Malaysia
GRD - Grenada	JPN - Japan	MDV - Maldives
GLP - Guadeloupe	JEY - Jersey	MLI - Mali
GUM - Guam	JOR - Jordan	MLT - Malta
GTM - Guatemala	KAZ - Kazakhstan	MHL - Marshall Islands
GGY - Guernsey	KEN - Kenya	MTQ - Martinique



MRT - Mauritania	MNP - Northern Mariana Islands	BLM - Saint Barthelemy
MUS - Mauritius	NOR - Norway	SHN - Saint Helena
MYT - Mayotte	NAP - Not Applicable	KNA - Saint Kitts and Nevis
MEX - Mexico	NRE - Not Reported	LCA - Saint Lucia
FSM - Micronesia, Federated States	OMN - Oman	MAF - Saint Martin
MDA - Moldova, Republic of	PAK - Pakistan	SPM - Saint Pierre and Miquelon
MCO - Monaco	PLW - Palau	WSM - Samoa
MNG - Mongolia	PSE - Palestinian Territory, Occupie	SMR - San Marino
MSR - Montserrat	PAN - Panama	STP - Sao Tome and Principe
MAR - Morocco	PNG - Papua New Guinea	SAU - Saudi Arabia
MOZ - Mozambique	PRY - Paraguay	SCT - Scotland
MMR - Myanmar	PER - Peru	SEN - Senegal
NAM - Namibia	PHL - Philippines	SYC - Seychelles
NRU - Nauru	PHL - Philippines	SLE - Sierra Leone
NPL - Nepal	PCN - Pitcairn	SGP - Singapore
NLD - Netherlands	POL - Poland	SVK - Slovakia
ANT - Netherlands Antilles	PRT - Portugal	SVN - Slovenia
NCL - New Caledonia	PRI - Puerto Rico	SLB - Solomon Islands
NZL - New Zealand	QAT - Qatar	SOM - Somalia
NIC - Nicaragua	MNE - Republic of Montenegro	ZAF - South Africa
NER - Niger	SRB - Republic of Serbia	ESP - Spain
NGA - Nigeria	REU - Reunion	LKA - Sri Lanka
NIU - Niue	ROU - Romania	VCT - St Vincent and the Grenadines
NFK - Norfolk Island	RUS - Russian Federation	SGS - Sth Georgia & Sth Sandwich Is
NIR - Northern Ireland	RWA - Rwanda	

SDN - Sudan	UKR - Ukraine
SUR - Suriname	ARE - United Arab Emirates
SJM - Svalbard and Jan Mayen	GBR - United Kingdom
SWZ - Swaziland	USA - United States
SWE - Sweden	URY - Uruguay
CHE - Switzerland	UZB - Uzbekistan
SYR - Syrian Arab Republic	VUT - Vanuatu
TWN - Taiwan, Province of China	VEN - Venezuela
TJK - Tajikistan	VNM - Vietnam
TZA - Tanzania, United Republic of	VGB - Virgin Islands (British)
THA - Thailand	VIR - Virgin Islands (U.S.)
TGO - Togo	WAL - Wales
TKL - Tokelau	WLF - Wallis and Futuna Islands
TON - Tonga	ESH - Western Sahara
TTO - Trinidad and Tobago	YEM - Yemen
TUN - Tunisia	YUG - Yugoslavia
TUR - Turkey	ZMB - Zambia
TKM - Turkmenistan	ZWE - Zimbabwe
TCA - Turks and Caicos Islands	
TUV - Tuvalu	
UMI - US Minor Outlying Islands	
UGA - Uganda	