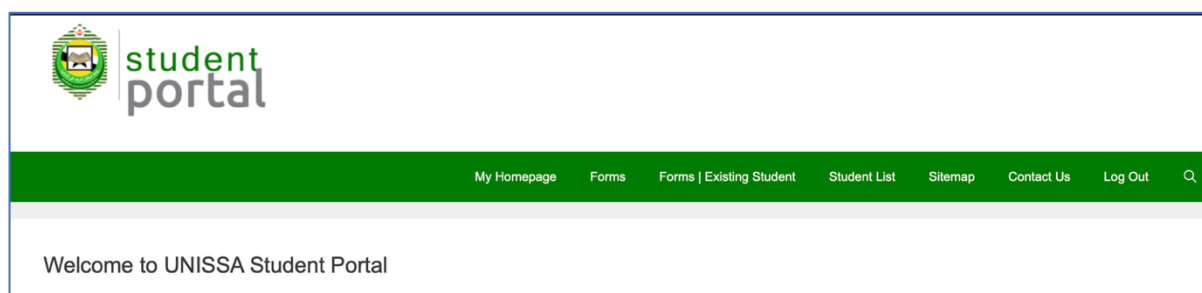


Section 1: ACTIVATION OF UNISSA SYSTEM

- **Student Portal** (for Personal Student Profile)

All students must complete online registration at <https://unissa-hub.com/studentportal/>

Please use your student ID for username and your IC Number for password
if you have any problem kindly email to: oam@unissa.edu.bn



- **UNISSA mail** – your official student email where you will receive announcements or notifications and for official communication with your lecturers and other departments in UNISSA. It is important that you check this email for important announcements and updates.

Your designated email will use your student ID e.g: 26B1234@unissa.bn

How to log in to UNISSA mail

- On your internet browser, go to: **<https://www.outlook.com>**
- Enter your **Student Email address**. Example: 26B0001@unissa.bn
- Click Next.
- Enter your password (your temporary password is **Brunei@123**)
Students must change their password immediately
- Click Next.

**For assistance or more details please contact dsc@unissa.edu.bn*

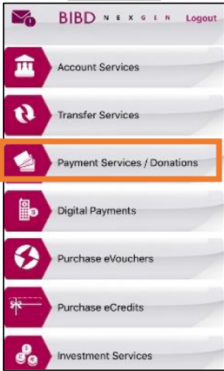
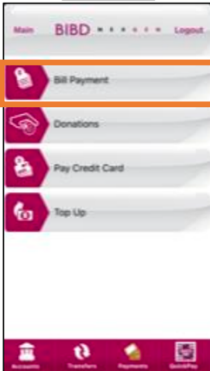
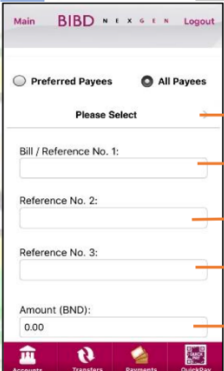
Section 2: MAKING PAYMENT TO UNISSA

All payments are to be made before the start of the semester **MONDAY 31st August 2026**

Local payments can be made at:

- Finance Section, UNISSA
 - 1st Floor, Administration Block, UNISSA
- Online payment using BIBD Nexgen App
- BIBD Deposit Machine

UNISSA BIBD PAYMENT METHOD

BIBD BILL PAYMENT		
STEP 1 	STEP 2 	STEP 3 
Login to BIBD NEXGEN Wallet and select Payment Services/ Donations	Select Bill Payment	• Kindly key in Bill/reference 1, 2, 3 and enter amount to be paid • Select confirm to complete your transaction
• A copy of payment proof screenshot slip with your specific reference MUST be emailed to: unissa.tabung@unissa.edu.bn with email subject: "PROOF OF PAYMENT OF (Fee Details e.g Student Pack)" • Payee will receive their e-receipt through emel.		

International payments:

Bank Name: **BANK ISLAM BRUNEI DARUSSALAM**
Bank Account: **UNIVERSITI ISLAM SULTAN SHARIF ALI**
Bank Account Number: **00-015-01-000840-2**
Swift Code: **BIBDBNBB**
Bank Address:
**LOT 159, JALAN PEMANCHA BS8711, P.O. BOX 1012,
BANDAR SERI BEGAWAN BS8672,
NEGARA BRUNEI DARUSSALAM**

for all payments made online or electronically, to please kindly email the proof receipt or screenshot to UNISSA.TABUNG@UNISSA.EDU.BN

Payment Checklist:

FOR UNDERGRADUATES

1) ALL UNDERGRADUATES

1.1

		ADMISSION FEE **	REGISTRATION FEE**	STUDENT PACK**	PPUNISSA FEE (\$60 / YEAR OF STUDY)	UNISSA ALUMNI MEMBERSHIP**	TOTAL
1	HND (2 years)	\$100	\$20	\$70	\$120	\$35	\$335
2	Bachelor – (3 years)	\$100	\$20	\$70	\$180	\$35	\$395
3	Bachelor (4 years)	\$100	\$20	\$70	\$240	\$35	\$455
4	Bachelor (5 years)	\$100	\$20	\$70	\$300	\$35	\$515

**** Non-refundable**

1.2 GROUP TAKAFUL LIFE

Group Takaful coverage is compulsory and must be valid throughout the duration of your study in UNISSA. i.e: if you are on a **4 year degree programme**, your insurance plan coverage must be for **4 years**.

Purchase can be made through the Takaful company app OR at any Takaful branch of your choice and a **copy of the certificate or receipt is to be submitted to Student Affairs Office.**

2) FOR FEE PAYING UNDERGRADUATES ONLY (LOCAL / INTERNATIONAL)

TUITION FEE DEPOSIT	BND500 (non-refundable)
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[^] UNISSA has applied for the Brunei Government Scholarship on behalf of eligible local students. Once approval is given from the authority, students will be duly notified.

3) FOR INTERNATIONAL STUDENTS

MANDATORY MEDICAL INSURANCE GUIDELINES FOR INTERNATIONAL STUDENTS

As part of your transition to Brunei Darussalam, all international students are required by the Department of Immigration and National Registration, Brunei Darussalam to maintain active, valid medical insurance throughout **the entire duration of their studies**. (i.e: cost per year X number of years in UNISSA).

Students are personally liable for 100% of your medical expenses at local hospitals and clinics .

You may choose to use your insurance policy from your home country. Your Certificate of Insurance (COI) **must** clearly state in **English**:

- Your full name (matching your passport).
- Worldwide coverage including Brunei Darussalam.
- An emergency inpatient limit of at least BND 5,000.
- Covers emergency medical evacuation and repatriation
- Valid throughout your duration of study

Note: If your policy operates on a "Reimbursement-Only" basis, you must ensure you are **able to pay hospital bills upfront in Brunei** before claiming back from your provider.

Important: Proof of a compliant insurance policy is **mandatory** to secure your Student Pass Approval Letter. Failure to provide this will delay your student visa and may result in immigration authorities **limiting your entry pass to a maximum of 14 days**

Section 3: TA'ARUF UNISSA

Ta'aruf UNISSA

The dates for this year's *Ta'aruf* or Orientation Week are **24th, 26th, 27th & 29th July 2026**. (Public Holiday – 25th August- Maulud Nabi)

Ta'aruf will start with the Rector's Address (*Amanat Rektor*) and Oath Taking (*Ikrar Pelajar*). All new students are **required** to attend this event.

Dresscode for Majlis Amanat:

male students – NAVY BLUE cara melayu, sinjang

female students – NAVY tudung, baju kurung

During Ta'aruf, you will be briefed on all matters necessary to starting your university life and other activities. It will be an opportunity to get to know your university and its surroundings, meet with your Faculty and learn the modules you would need to register for and prepare yourself for the transition into tertiary studies.

You will also find out about other service centres within the University which you will be acquainted with throughout your duration of study in UNISSA.

1) Academic Session 2026

The new academic year commences on **Monday 31st August 2026**. Academic calendar can be downloaded [here](#).

Bittaufiq and all the best on your new journey with us at UNISSA!

Should you have any enquiries, please contact:

Academic enquiries (Undergraduate): oam@unissa.edu.bn

Academic enquiries (Postgraduate): graduate.admission@unissa.edu.bn

General enquiries: hep@unissa.edu.bn

You may also follow the following channels:

HEP BULLETIN: <https://whatsapp.com/channel/0029VaipygVInlqWjyHlqw1k>

INFO HEP : <https://t.me/hepunissa>

MPPUNISSA : <https://www.instagram.com/mppunissa/?hl=en>

More information will be released soon on your UNISSA email and all official channels

Best regards,
Student Affairs Office
Universiti Islam Sultan Sharif Ali