

GUIDELINES TO USING YOUR BSA/BSNZ NO.

Your BSA/BSNZ is your identification number as a Brunei overseas student in Australia/New Zealand. This is a three (3) digit number unique to you and should be used in all your email correspondence, files and WhatsApp posts. This will make it easier and quicker to search for your files and process your applications or return your queries.

You can use your individual BSA or BSNZ number in three (3) ways, that is -

1. when corresponding by email with EAUC,
2. assigning a name to a file you are sending to us, and
3. giving notification in a WhatsApp group.

For example:

1. Email Correspondence

- Using your BSA/BSNZ No. as your email title will let us know who the email is from. Either it is from a Brunei student in Australia or New Zealand.
- Your unique three (3) digit number will also help us identify who you are.
- Adding certain key words would give us an idea what the email is about.

Examples of email titles

- BSA 111 SPF Support Documents: Submission
- BSA 111 SPF Support Documents: Update
- BSA 999 IDF: Submission
- BSA 004 ARF1: Support Documents

2. Personalizing a file by assigning a name

Assigning your file name with a BSA/BSNZ No. will help EAUC:-

- Identify who the file belongs to,
- Keep track of file submissions, and
- Save certain files in specific folders.

Examples assigning names to files using student identity number.

- BSA 001 PASSPORT PHOTO,
- BSA 211 PASSPORT DETAILS PAGES,
- BSA 004 SCHOLARSHIP CARD,
- BSA 881 STUDENT VISA GRANT,
- BSA 234 UNIVERSITY ID CARD,
- BSA 799 INFORMATION DECLARATION FORM,
- BSA 035 CERTIFICATE OF ENROLMENT,
- BSA 100 SCHOLARSHIP AWARD LETTER,
- BSA 111 SCHOLARSHIP FINANCIAL GUARANTEE LETTER,
- BSA 222 AIR TICKET,
- BSA 099 ADVANCE ALLOWANCE STATEMENT),
- BSA 045 OSHC POLICY, AND
- BSA 999 OSHC MEMBERSHIP CARD

3. Posting in WhatsApp Group

- Identical to giving an email a title, posting a notification and including your BSA/BSNZ No. in your WhatsApp messages will also help identify who the text is from.
- Providing additional information such as date and time of submission will also help pinpoint your email or submission.

Examples of ways student should upload their post in WhatsApp group

- BSA 111 Online SPF
Submission: 10 Feb 2017, 10.15pm
- BSNZ 324 Online SPF Support Documents:
Complete Submission: 23 Mar 2017, 8.00am
- BSA 999 SAP: Question
Can I take five modules next semester?
I want to reduce my load. This will give me more time to concentrate on my final project.
- BSA 004 Online ARF1
Submission: 13 Jan 2017, 4.00pm
BSA 004 ARF1 Support Documents
Complete Submission: 13 Jan 2017, 4.20pm