

# CERTIFICATE IN APPLIED MANAGEMENT CHECKLIST

## COURSE DETAILS

Course Type

Management

Course Name

Certificate in Applied Management

## PERSONAL DETAILS - SELECTED

PPS Number

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GNIB Number (for international students, if required)

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Emergency Contact

\_\_\_\_\_

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READY

Identification Document (Passport/Driver's License)

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## EDUCATION DETAILS

NOTE: International applicants will need to provide proof of English proficiency. Other Educational transcripts not required for application to the programme.

READY

Evidence of English Proficiency (if required)

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READY

Secondary Education Transcripts (optional)

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READY

Further / Higher Education Transcripts (optional)

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## WORK/EMPLOYMENT EXPERIENCE

NOTE: These are optional and are not required for application to the programme.

READY

Volunteer Documentation (if appropriate)

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Employer Verification Form (NOT REQUIRED)

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READY

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REFERENCES

NOTE: These are optional are not required for application to the programme.

REFERENCE ONE

Name

Professional Role

Nature of Professional Relationship

Contact Number

REFERENCE TWO

Name

Professional Role

Nature of Professional Relationship

Contact Number

PERSONAL STATEMENT

Prepared

READY

☐

PAYMENT

Ready

DEBIT

☐

CREDIT

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