

HIGHER CERTIFICATE IN APPLIED MANAGEMENT CHECKLIST

COURSE DETAILS

Course Type

Management

Course Name

Higher Certificate in Applied Management

PERSONAL DETAILS - SELECTED

PPS Number

GNIB Number (for international students, if required)

Emergency Contact

Identification Document (Passport/Driver's License)

READY

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EDUCATION DETAILS

NOTE: International applicants will need to provide proof of English proficiency.

Evidence of English Proficiency (if required)

READY

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Secondary Education Transcripts

READY

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Further / Higher Education Transcripts

READY

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WORK/EMPLOYMENT EXPERIENCE

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

Volunteer Documentation (if appropriate)

READY

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Employer Verification Form (NOT REQUIRED)

READY

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SPECIAL REQUIREMENTS / MEDICAL INFORMATION

READY

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

READY

Prepared

PAYMENT

DEBIT

CREDIT

Ready