

# 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

## EDUCATION DETAILS

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

Evidence of English Proficiency (if required)  READY

Secondary Education Transcripts  READY

Further / Higher Education Transcripts  READY

## WORK/EMPLOYMENT EXPERIENCE

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

Volunteer Documentation (if appropriate)  READY

Employer Verification Form (NOT REQUIRED)  READY

SPECIAL REQUIREMENTS / MEDICAL INFORMATION

READY

REFERENCES

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

REFERENCE ONE

Name

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Professional Role

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Nature of Professional Relationship

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Contact Number

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REFERENCE TWO

Name

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Professional Role

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Nature of Professional Relationship

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Contact Number

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PERSONAL STATEMENT

Prepared

READY

PAYMENT

Ready

DEBIT

CREDIT