



Postgraduate
Diploma in
Business

**BUSINESS
SCHOOL**

Checklist

For applicants applying for the Postgraduate Diploma in Business (PGDipBus)

This checklist helps you to prepare and submit all the documents required during your application. Please contact the GSM team via gsm@auckland.ac.nz if you have any further enquiries.

Phase one:

Submit your application

Completed

1. For new University of Auckland students, go to applytostudy.auckland.ac.nz and follow the directions to create your user name, password and PGDipBus application.

For University of Auckland alumni, you will need to re-set your password before starting your PGDipBus application.

The system will guide you through the process. You can sign back into your application as required. Please record your login details here:

USER NAME:

PASSWORD:



2. Upload a current CV detailing your education and employment history in reverse chronological order, highlighting roles, responsibilities, and key achievements.



3. Upload a Personal Statement.

Please write approximately 500 words explaining the following:

- Why you wish to pursue a PGDipBus.
- Any benefits, experience, skills, and competencies you believe you will bring to the programme.
- Highlight any significant role and/or responsibility changes made in your career.
- Additional skills and competencies you feel the PGDipBus will support you to develop.



4. Upload official qualification documentation as **ONE PDF document**. The file should include both:

- Evidence of completion, eg. degree certificate
- Official academic transcripts

The University Admission team will check your transcripts and confirm validity for admission to study at the University of Auckland. Note: Please allow plenty of time for this as there can be delays especially during peak admission periods.



5. Nominate two referees who can comment on your suitability for the programme:

- Download the reference form from our website.
- One must be from your current employer.
- For the second reference, choose someone who knows you well and can comment on your work history and work ethic.



www.mba.auckland.ac.nz/recommendationform

6. Each referee should complete the reference form which includes a letter of recommendation and send to the Graduate School of Management.

The recommendation forms can be e-mailed to:
gsm@auckland.ac.nz

Alternatively, the forms can be posted to:
Graduate School of Management, MBA Department
The University of Auckland Business School
Private Bag 92019, Auckland 1142, New Zealand





Postgraduate
Diploma in
Business

**BUSINESS
SCHOOL**

7. Submit proof of identity documents.

- New Zealand applicants please provide your passport. Alternatively you may provide an original or a certified hard copy of your birth certificate or Citizenship Certificate.
- If you hold a foreign passport, please ensure you provide original or certified hard copies of any relevant visas (New Zealand Resident Visa or Permanent Resident Visa).
- Australian citizens and permanent residents must provide the same types of documentation. Please note that Applications and Admissions is unable to accept Australian Birth Certificates as evidence of citizenship unless you were born prior to 1986.

Please take your identity documents to be verified and processed to:

**AskAuckland Central - Alfred Nathan House,
22 Princes Street, University of Auckland City Campus
Phone: 0800 61 62 63; Open: Monday to Friday 8am-6pm**

Alternatively if you cannot get to campus you can submit certified copies of your personal documents.
See https://uoa.custhelp.com/app/answers/detail/a_id/2327 for further details.

8. Upload a recent passport style photo.

www.auckland.ac.nz/en/students/information-new-students/campus-card/photo.html

9. Complete further assessment online.

Specific details relating to the assessment will be emailed to you after you have submitted the above details.

Phase two:

Application review

Once we have reviewed your full application (Personal Statement, CV, both recommendations, completed assessment), a decision will be made on offering you a place on the programme.

Phase three:

Offer of a place on the PGDipBus programme

A full offer will be made once all conditions are met as required in Phases 1 – 2 above. Please sign into your application, accept your offer and enrol on your programme.

applytostudy.auckland.ac.nz

You will be required to attend an orientation session. Details will be sent to you closer to the time.

Welcome to the programme!
