

28a Linwood Avenue, Mt Albert, Auckland 1025, New Zealand. Postal Address: PO Box 2995, Auckland 1140, New Zealand.  
Telephone: (64-9) 815 1717 Fax: (64-9) 815 1802 Email: enquiry@ais.ac.nz Internet: www.ais.ac.nz

Entry requirements for admission to the Business Administration programmes:

1. have an English level equivalent to IELTS 6.5 (with no band less than 6.0) / TOEFL iBT 79 / AIS Test of English Proficiency (TEP) 56/80 (with no band less than 13); and
2. (i) hold an undergraduate degree (at least equivalent to New Zealand pass standard) or a graduate diploma, bachelor honours degree, postgraduate diploma or postgraduate degree, awarded by a tertiary institution approved by the Academic Board; or  
(ii) possess a qualification awarded by a recognised tertiary or professional organisation as approved by the Academic Board as being of an appropriate standard either for direct entry, or for entry conditional upon satisfactory completion of a prescribed bridging programme of study; and
3. (i) have completed a minimum of two years equivalent full-time relevant work experience as approved by the Academic Board; or  
(ii) hold an undergraduate degree (at least equivalent to New Zealand pass standard) or a graduate diploma, bachelor honours degree or postgraduate diploma in cognate discipline areas awarded by a tertiary institution approved by the Academic Board and include the module 4.798 in their programme of studies; or
4. gain approval under Admission Regulation 1.3: Special Admission.

*THERE ARE TWO PAGES TO THIS FORM, PLEASE COMPLETE BOTH SIDES*

<b>A APPLICANT'S NAME</b>	
1 Family or Surname	2 Given Name(s)
<b>B ACADEMIC QUALIFICATIONS - Please list your highest qualification first</b>	
1 Years attended (mm/yy) From _____ / _____ To _____ / _____	2 Completed? Yes <input type="checkbox"/> No <input type="checkbox"/>
3 Name of School, College, Institute or University	4 City
5 Name of Qualification	6 Field of Study
1 Years attended (mm/yy) From _____ / _____ To _____ / _____	2 Completed? Yes <input type="checkbox"/> No <input type="checkbox"/>
3 Name of School, College, Institute or University	4 City
5 Name of Qualification	6 Field of Study
1 Years attended (mm/yy) From _____ / _____ To _____ / _____	2 Completed? Yes <input type="checkbox"/> No <input type="checkbox"/>
3 Name of School, College, Institute or University	4 City
5 Name of Qualification	6 Field of Study
<b>C PROFESSIONAL QUALIFICATIONS - Professional examinations passed and/or membership of professional organisations</b>	
1 Name of Professional Qualification or Association	2 City
3 Field of Study	4 Referral attached? <input type="checkbox"/>
1 Name of Professional Qualification or Association	2 City
3 Field of Study	4 Referral attached? <input type="checkbox"/>
1 Name of Professional Qualification or Association	2 City
3 Field of Study	4 Referral attached? <input type="checkbox"/>

<b>D EMPLOYMENT EXPERIENCE</b> - Please attach a Resume or Curriculum Vitae (CV) AND any work reference letter(s) from your employer(s).		
1 Years in full-time employment	2 Years in a managerial role	3 Years in current position
<p><b>Please indicate whether you have worked in the following areas by ticking the appropriate boxes and indicating how long you spent on these duties:</b></p> <p>If ticking more than one box please indicate how long you have worked in each of the areas, if duties undertaken are not within those listed please provide other work experience details against the company worked for in space(s) below</p>		
<input type="checkbox"/> General management and/or related experience	How long?	mths yrs
<input type="checkbox"/> Supervisory experience	How long?	mths yrs
<input type="checkbox"/> Experience in Financial Management and/or budgeting	How long?	mths yrs
<input type="checkbox"/> Experience in staffing/personnel management	How long?	mths yrs
<input type="checkbox"/> Experience in policy and planning	How long?	mths yrs
<input type="checkbox"/> Experience in developing organisation process (e.g. organisation development, organisation structure and design)	How long?	mths yrs
<input type="checkbox"/> Experience in the development of procedures and control processes	How long?	mths yrs
<input type="checkbox"/> Experience in marketing and marketing strategy	How long?	mths yrs
<b>PLEASE PROVIDE A DESCRIPTION OF YOUR CURRENT, OR MOST RECENT, POSITIONS</b>		
1 Company / Organisation	2 Dates employed (mm/yy)	
	From    /    /	To    /    /
3 Please list your main duties, including responsibilities, undertaken during this employment.	-----	
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1 Company / Organisation	2 Dates employed (mm/yy)	
	From    /    /	To    /    /
3 Please list your main duties, including responsibilities, undertaken during this employment.	-----	
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1 Company / Organisation	2 Dates employed (mm/yy)	
	From    /    /	To    /    /
3 Please list your main duties, including responsibilities, undertaken during this employment.	-----	
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<b>E ATTESTATION BY APPLICANT (OR AGENT ON BEHALF OF APPLICANT):</b>		
I confirm that the information provided on this form relating to academic qualifications, professional qualifications and work experience is correct and true.		
Signature	Print name	Date