AucklandOnline

THE UNIVERSITY
AUCKLAN
NEW ZEALA

Postgraduate Diploma in Business

(PGDipBus)

Application Guide

AucklandOnline

THE UNIVERSITY OF AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

Starting the application process

1. To apply, you will need to provide the following documentation:

- **Your Academic transcript in PDF format**
  (if you have studied at university before, and was not at the University of Auckland if you have)
- **Your Curriculum Vitae** (most recent and up-to-date version)

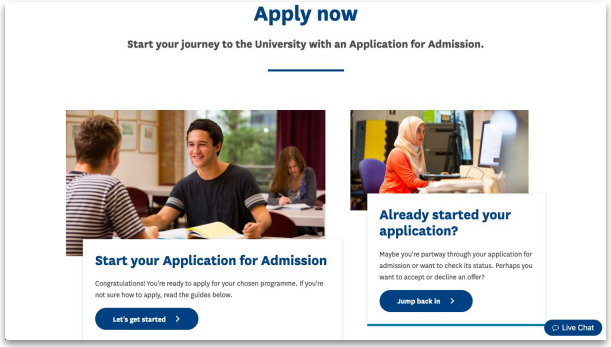
2. Once your application has been processed, you will be emailed the outcome/next steps.

- If your application is approved, **you will need to provide certified proof of your identity**

If you have any questions, please email online.auckland@auckland.ac.nz and one of our Programme Advisors can help you.

To begin your application, please start on our website: auckland.ac.nz/en/study/applications-and-admissions/apply-now.html

On the above page, click **'Let's get started'** to start a new application, or '**Jump back in'** to continue an existing application.

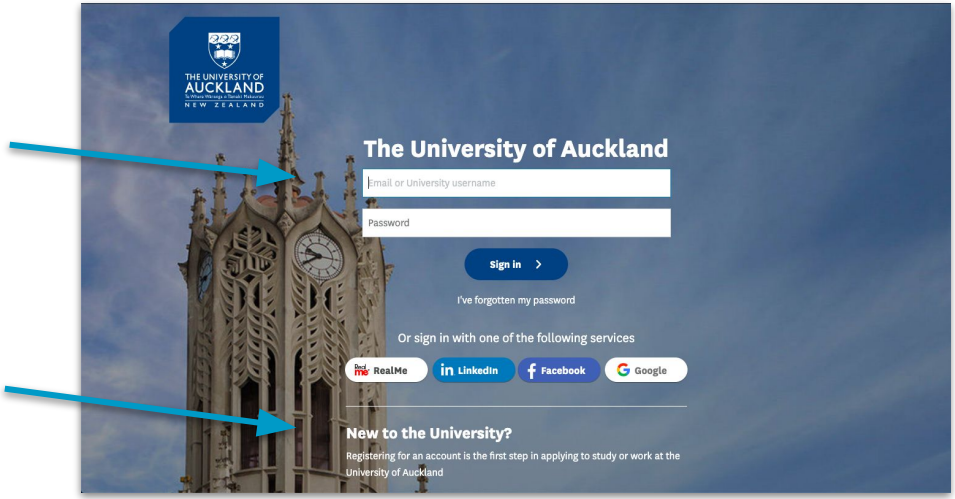


Application Process

You will be prompted to login.

- **If you already have a University of Auckland ID**, log in here. *(If you have forgotten your ID or password, call our support team on 0800 61 62 63 to reset this over the phone)*

- **If you have never been a student or applied to the University of Auckland before**, **you will need to register for an account.** You can do this by signing in via RealMe, LinkedIn, Facebook or Google, or registering manually
    - ***If you choose to register manually,*** *make sure to enter the correct citizenship and residency, as this will be used to calculate your fee type (domestic vs. international).*

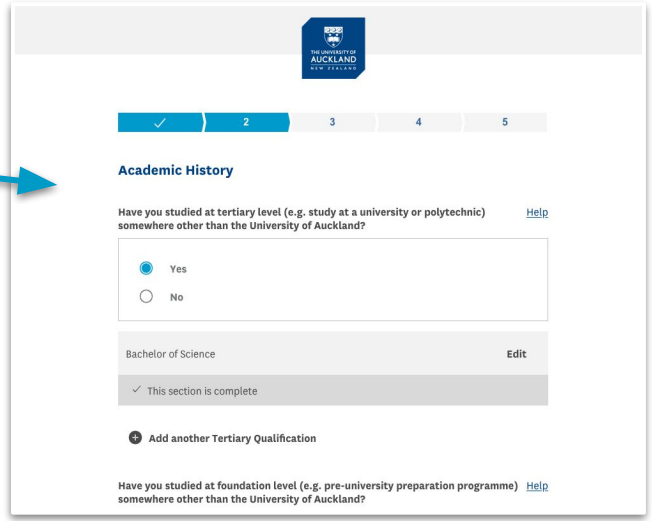


Application Process

Next, you need to enter your Academic History

- **Add any previous tertiary study you have completed.** You will need to have your transcripts ready in **PDF format to upload.** If your transcript does not indicate that the qualification has been completed, please combine with your degree certificate.

- *Please note, you can only upload one file at a time, so please combine your PDFs if you have more than one transcript/certificate per qualification.*



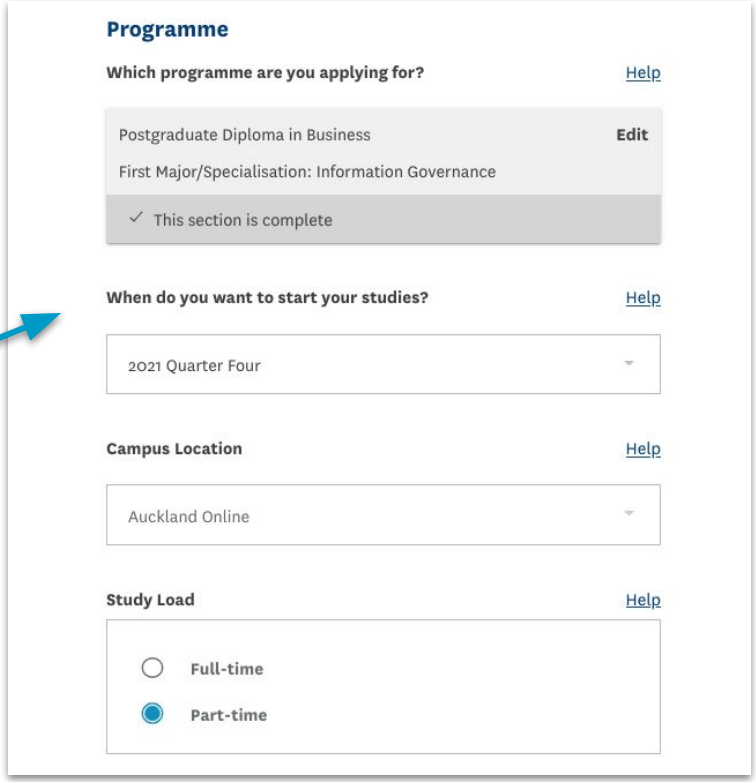
Application Guide

Next: Programme Selections

To start this programme in September 2021, please make the following selections in your application:

- **Programme type:** *Postgraduate Diploma/Certificate*
- **Programme:** *Postgraduate Diploma in Business*
- **Major/Specialisation:** *Select your specialisation of choice*

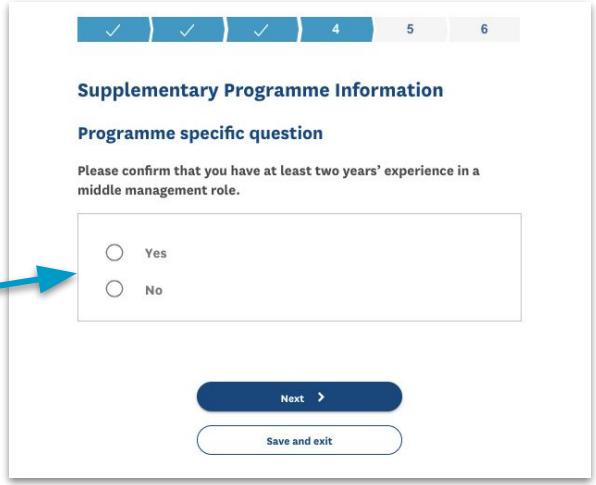
  (note: Business Management courses are online for the first 60 points, and on-campus for the second 60 points)
- **When do you want to start your studies:** *2021 Quarter Four*
- **Campus Location:** *Auckland Online*
- **Study Load:** *Part-time*



Additional Documentation

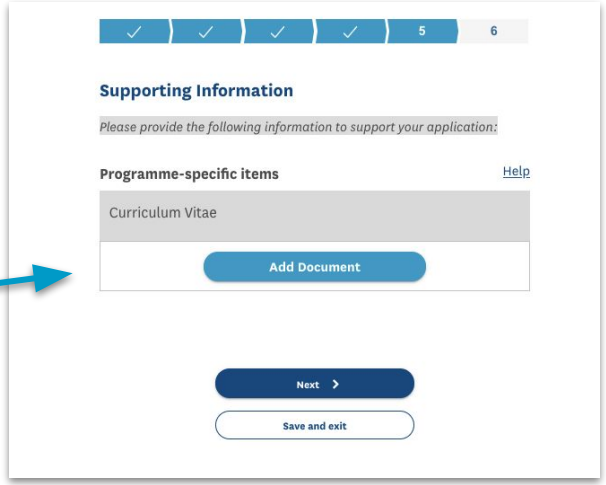
Supplementary Programme Information

- If we require any programme specific information, you will be asked for it here. Indicate any relevant working experience here



Supplementary Programme Information

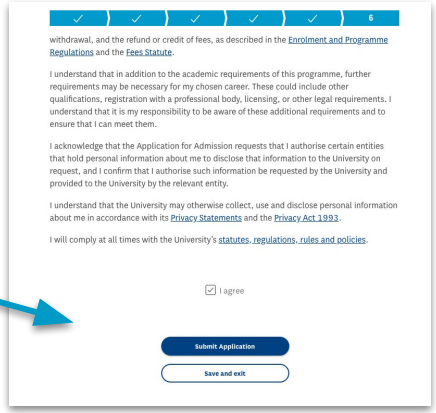
- If we require any additional documents from you such as a CV, you will be prompted to upload these. Please upload in PDF format.



Submitting Application

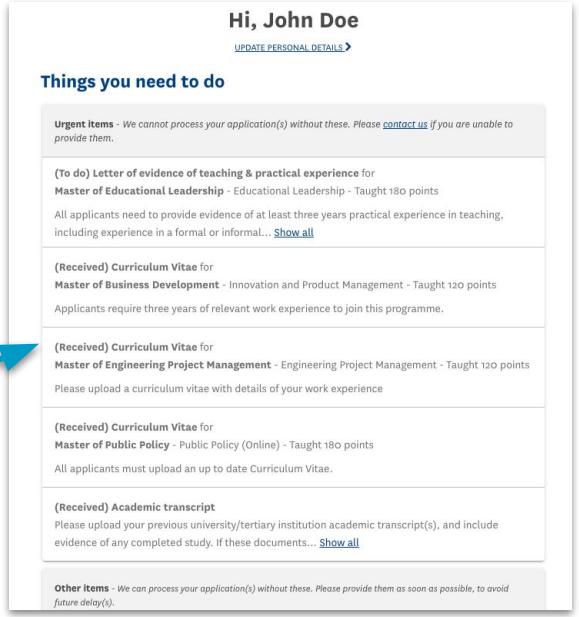
Submit

- Read the student agreement and T&Cs, then click ‘Submit Application’!



Next steps

- The Auckland Online Programme Advisers will be in touch within the next few days to confirm everything is processing correctly. If you have any questions in the meantime please email online.auckland@auckland.ac.nz

- You can check on your application at any time here: applytostudy.auckland.ac.nz/

- Any outstanding tasks will appear in the ‘Things you need to do’ list.