

## APPLICATION FOR TRANSFER OF CREDITS FROM OTHER QUALIFICATIONS TO THE NEW ZEALAND DIPLOMA IN BUSINESS

1 Surname (family name): \_\_\_\_\_

2 Given names: \_\_\_\_\_

3 Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4 Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

5 Date of birth (to assist with identification of the applicant):

\_\_\_\_ (day) \_\_\_\_ (month) \_\_\_\_ (year)

6 Are you currently enrolled at this institution?  Yes  No

7 If you answered Yes to Question 6

(a) state your Student ID number: \_\_\_\_\_

(b) state which programme you are studying: \_\_\_\_\_

8 Have you made any other application for Credit Transfer for a NZDipBus paper?  Yes  No

9 If you answered Yes to Question 8, complete the details in the table below. (A list of the number and name of NZDipBus papers is given on the next page.)

| Month and year of application | Teaching institution to which application was made | Number and name of NZDipBus papers for which Credit Transfer was applied for |
|-------------------------------|--|--|
|                               |  |  |
|                               |  |  |
|                               |  |  |

Turn over

10 ✓ the NZDipBus paper(s) for which you are applying for Credit Transfer:

| No  | Name                         | ✓ | No  | Name                          | ✓ |
|-----|------------------------------|---|-----|-------------------------------|---|
| 100 | Accounting Principles        |   | 211 | Business Law                  |   |
| 101 | Accounting Practices         |   | 215 | Adv Small Bus Management      |   |
| 106 | Credit Management            |   | 220 | Managerial Economics          |   |
| 110 | Introd to Commercial Law     |   | 225 | International Trade & Finance |   |
| 115 | Small Business Management    |   | 232 | Operations Management         |   |
| 120 | The Economic Environment     |   | 233 | Personnel Management          |   |
| 130 | Organisation & Management    |   | 234 | Planning & Control            |   |
| 131 | Office Functions             |   | 235 | Employment Relations          |   |
| 132 | Executive & Legal Reporting  |   | 242 | Marketing Research            |   |
| 135 | Business Systems             |   | 243 | Marketing Planning            |   |
| 140 | Business Communication       |   | 236 | Applied Management            |   |
| 141 | Marketing Principles         |   | 245 | Financial Aspects of Life Ins |   |
| 145 | Essentials of Life Insurance |   | 246 | Advanced Life Insurance       |   |
| 150 | Computer Concepts            |   | 241 | Buyer Behaviour               |   |
| 160 | Quantitative Bus Methods     |   | 247 | Marketing Applications        |   |
| 170 | Fundamentals of Banking      |   | 250 | Applied Computing             |   |
| 180 | Principles of Tourism        |   | 255 | Information Management        |   |
| 192 | Japanese                     |   | 261 | Physical Distr Management     |   |
| 193 | Chinese/Mandarin             |   | 270 | Advanced Banking              |   |
| 201 | Financial Accounting         |   | 275 | Lending & Securities          |   |
| 202 | Management Accounting        |   | 280 | Mangt Account for Hosp Ind    |   |
| 203 | Business Finance             |   | 285 | Tourism Ind Management        |   |
| 205 | Internal Auditing            |   | 290 | Customs Law & Practice        |   |
| 206 | Taxation                     |   | 291 | Tariff Studies                |   |
| 210 | Company & Partnership Law    |   | 292 | Carriage of Goods             |   |

11 Complete the following information for the qualifications you already have and from which you are seeking Credit Transfer.

Notes

- (i) You must state the specific papers or courses within the qualification which you are seeking to transfer credit from. Give the official name and number of each of these papers.
- (ii) In the "Year" column, enter the year in which you passed the paper or course.
- (iii) You must provide documentation in relation to each paper or course passed. The documentation must include a course statement giving details of the content course and a statement showing your result for the course. Documentation must be translated into English by an independent translator (if necessary) and must be certified copies (ie copies which have been verified as correct by the issuing institution or an official such as a solicitor, notary public or justice of the peace).

| <b>Qualification</b> | <b>Institution</b> | <b>Papers/Courses</b> | <b>Year</b> |
|----------------------|--------------------|-----------------------|-------------|
|                      |                    |                       |             |
|                      |                    |                       |             |
|                      |                    |                       |             |
|                      |                    |                       |             |
|                      |                    |                       |             |
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|                      |                    |                       |             |
|                      |                    |                       |             |

**12 I declare that the information I have provided is accurate.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO BE COMPLETED BY THE TEACHING INSTITUTION**

13 **Name of person undertaking the evaluation:** \_\_\_\_\_

14 **Official position of person undertaking the evaluation:** \_\_\_\_\_

15 **Comment:** \_\_\_\_\_

16 **Outcome of application:**  Recommended for Approval

Declined

17 **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

18 **Decision ratified by (name of committee):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

19 **Comment:** \_\_\_\_\_

**Application form and copies of documentation are to be filed by the teaching institution for a period of not less than three years and to be provided on request if required for au**