

CHECKLIST

for PGDip Student Applying for MBA



MBA

BUSINESS
SCHOOL

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 enquiry.

Phase one: Start your application (120 point MBA)

1. Log in with your user name and complete application form **Completed**

You can always sign back into your application to complete the form and upload supporting documents.
www.apply.auckland.ac.nz

2. Upload a refreshed CV providing an update on your role, responsibilities and achievements since your initial PGDip application. **Completed**

3. Upload a refreshed Personal Statement detailing: **Completed**

- The tangible benefits, skills and competencies you believe the PGDip programme has provided you with professionally
- Highlight any significant role changes - internally or moves you have made to a new organisation
- What additional skills and competencies you feel the MBA programme will support you to develop

4. One recommendation (see attached editable PDF). This can be loaded to your application, if it comes back to you, or your recommender can email to the gsm email address on the form. **Completed**

Note: On a case by case basis, additional references may be required upon review of your CV and Personal Statement and first recommendation.

Phase two: Application review

Once we have received your application, Personal Statement and CV, we will review in conjunction with your GPA and a decision will be made regarding whether to shortlist you.

Phase three: The interview

5. If we shortlist you, you will be required to attend an interview **Completed**

Phase four: Conditional offer

Post interview you may receive conditional offer

Phase five: Final offer and admission

Once your PGDip study is completed, you will receive a final offer

6. Sign into your application for Admission, click the name of the programme and follow the instructions on the screen to accept the offer and enrol

www.application.auckland.ac.nz

Completed

Your orientation details will be sent to you. Welcome to the programme!