
3. Education and Qualifications

Certified copies of degree, diploma and official transcripts must be attached.

Year	University	Major in	Degree	Class
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Year	School / College / Polytechnic	Major in	Diploma	Class
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Other Courses or study undertaken

Proficiency in English

Please indicate the language in which your prior education was received
 English and / or Others; Please state language(s) _____

If prior education was not conducted in English, then please provide

TOEFL score _____ or IELTS score _____

4. Career Summary

Present Occupation

Job Title	Since	No. of Years
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Organisation	Annual Salary
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Brief description of duties and responsibilities _____

Previous employment record (in chronological order)

Year: From	To	Employer	Job Title
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Year: From	To	Employer	Job Title
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5. Further information

1) Please state your reasons for wishing to undertake this programme and why you should be selected (attach a separate sheet if necessary)

2) Please outline your Career Objectives (attach a separate sheet if necessary)

6. References

Referee One

Referee Two

Name

Profession / Position

Address / Telephone

7. Additional Information

(a) Are you sponsored by any organization? Yes / No

(b) Please indicate how you came to know about this course.

Press Advertisement Personal Contact Brochure Mailer Others _____

8. Checklist

The completed application form must be accompanied by the following items:

- (a) Certificate copies of diploma, certificate and transcripts
- (b) Application and processing fee

Cheque should be crossed in favour of
Kaplan Higher Education (HK) Limited.

The completed application package should be returned to:

Kaplan Higher Education
Unit 102, 1/F, Far East Finance Centre,
16 Harcourt Road, Admiralty, Hong Kong

Tel: 2836 0332 Fax: 2836 0039
Email: info@kaplan.edu.hk

If you are recommended to join this program by a Student / graduate of the University, please write his / her name and intake no. below:-

Recommended by: _____

Graduate /student of program / intake: _____