

Bachelor of Arts (Hons) Accounting and Finance

Reg. no.: 251227

APPLICATION FORM

CHECKLIST

The following items (A – E) are all COMPULSORY. Before submitting your application, please put a “✓” to make sure all information is included. INCOMPLETE information will cause delays in processing for which neither The Hong Kong Management Association nor the University of Greenwich shall be responsible.

- A. Completed Application Form (1 original and 1 photocopy). Please ensure ALL Sections are filled in.
- B. Certificates and Transcripts of ALL completed qualifications listed in the form (2 photocopies).
- C. Copy of Correspondences in relation to Professional Examination Exemption from any Accounting-related bodies including ACCA, HKICPA, etc. (2 photocopies), if any.
- D. Documents relating to English Proficiency, if appropriate.
- E. One passport sized photo.

Please note that all applications will be sent to the University of Greenwich for assessment and all admission decisions are made by the University.

1. Intake

- May (BGAF-22725) September (BGAF-22725)

2. Are you a Student/Graduate of HKMA ?

- No
 Yes, programme: _____

Affix
Photo

FOR OFFICE USE ONLY

3. Personal Details

CATEGORY

HKID Card / Passport No*.: _____ (For verification of the applicant's identity) Title:* Mr Mrs Ms

Surname / Family Name _____ First name (s) _____ (Name to appear on certificate)

Correspondence Address: _____

Home Address (if different): _____

Home Telephone No.: _____ Mobile No.: _____

Email: _____

Marital Status: Single Married Gender: Male Female

Date of Birth: _____ / _____ / _____ Nationality: _____
 DD MM YY

* Please put a “✓” where appropriate

4. Present Employment Details

Company Name: _____

Position: _____

Company Address: _____

Company Telephone No.: _____

5. Academic Qualifications

Applicants should list out all qualifications taken, whatever the result, in chronological order. If you are waiting for the results of any examination recently taken, please indicate by writing "Pending" in the result column.

Please provide transcript or all results if known. Where examinations are still to be taken, please list all modules with the value and level. Continue on a separate sheet, if necessary.

- a. Certificates
 b. Transcripts
 c. Course brochure (for non-HKMA programme)
 d. Details of subject outline (for non-HKMA programme)

Name of Qualification	Date		Awarding Institute (e.g. HKMA)	Results (Grade / Bands) / Pending
	Month	Year		

6. Professional Qualifications / Exemptions

Please provide details of your professional qualifications or exemptions offered by ACCA, HKICPA or relevant accounting-related professional bodies.

You must enclose photocopies of the professional qualification obtained, if applicable.

Professional Body (Full name)	Qualification/Membership Obtained / Exemptions Granted	Date of Award

7. ENGLISH PROFICIENCY

All applicants must either have completed diploma studies or above with the instruction in English, or have an IELTS overall band score of at least 6.0 or above. Have you completed a diploma, a degree or other post-graduate programme(s) where the primary language of instruction was in English?

Yes, please state the qualification and institution

Qualification: _____

Institution: _____

Year of Graduation: _____

No, have you undertaken English language test?

No

Yes (Please attach a copy of your result)

English Test Name	Dates Test Taken	Result (if known)
* <input type="checkbox"/> IELTS / <input type="checkbox"/> TOFEL / <input type="checkbox"/> GCSE / <input type="checkbox"/> Others _____		
* <input type="checkbox"/> HKCEE / <input type="checkbox"/> HKALE / <input type="checkbox"/> HKDSE		

* Please put a "✓" where appropriate

8. SUMMARY OF WORK EXPERIENCE

Please provide details of your work history starting with the most recent. Use separate sheets if required.

Period of Employment (Start with the most recent)	Position	Name of Organisation/ Employer	Outline of your key activities
From To			
From To			
From To			
From To			
From To			
From To			

Total years of work experience: _____ years.

9. From where did you FIRST learn about this programme?

- HKMA Email Mail Newspaper/Magazine (please specify): _____
- Email Promotion from Other Websites (please specify): _____ Online Advertisement (please specify): _____
- Search Engine (please specify): _____ Social Media (please specify): _____
- HKMA Website (Where did you find this information): _____
- MTR Stations: Admiralty (PAM) Causeway Bay (PCWB) Central Kwun Tong (PKT)
Kwai Fong (PKF) Quarry Bay (QOB) Taikoo (PTK) Others (please specify): _____
- Exhibitor: Jobmarket Career & Education (EJEX) Others (please specify): _____

10.a. Will your company sponsor you? Yes No**b. Do you think you will receive a sponsorship if admitted?** Yes No Likely**11. Have you attended the information seminar?** Yes No**Notes for Application**

1. Acceptance is subject to the discretion of University of Greenwich.
2. Applicants are expected to attend the course at the place and time specified in the brochure unless otherwise notified.
3. When a programme is over-subscribed, additional classes may be started in some cases. Applicants may then be notified of the new time, dates and place of meetings when necessary.
4. University of Greenwich reserves the right to cancel a programme and/or make alterations in relation to its lecturers, contents, dates, time, venue and other particulars without prior notice.

Personal Data Collection Statement

1. The personal data of applicants are collected and kept for purposes of processing of applications of course enrolment, course admission, student and member administration, course research and statistical matters.
2. Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

The personal data provided in this form will be used by the Association for direct marketing, including special offers, training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.

- Please tick the box to indicate your consent.
 Please tick the box to indicate your objection.

Applicant's Declaration

1. I declare that the information provided in this form and the attached documents is correct and complete. I authorize the Association to obtain information about my public examination results and records of studies from concerned institutions (if necessary).
2. I understand that the information provided in this form and the attached documents will be used in the admission assessment process and that any misrepresentation, omission or misleading information given may disqualify my application for admission and enrolment in the programme.
3. I have noted, understood and agreed to the contents of the Personal Data Collection Statement.

Notes

1. I understand that all handout materials obtained in class are strictly for my own educational purposes.
2. I have understood all the "Notes for Application" listed in Application Form.

Applicant's Signature

Date

PLEASE SEND YOUR APPLICATION FORM TO:

The Local Greenwich BAAF Secretariat
c/o The Hong Kong Management Association
16/F, Tower B, Southmark, 11 Yip Hing Street,
Wong Chuk Hang, Hong Kong
OR
In person at any HKMA Centre

ENQUIRIES

Tel: 2774 8513 / 2774 8599
Fax: 2365 1000
Email: baaf.greenwich@hkma.org.hk
Website: www.hkma.org.hk/greenwich/bgaf

All application forms and accompanying documents (if any) submitted will be destroyed in case the application is unsuccessful or the programme is cancelled.

The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.

The Association reserves the right to cancel a programme and make alterations in relation to its lecturers, contents, dates, time and venue without prior notice.