

Diploma Application Form

Application for Specialised Diplomas, Group Diplomas or Diplomas

Please complete one application form per candidate.

Candidate name	
LCCI candidate number	
Diploma title	
Diploma code	

Subject and level	Subject code	Result	Date of examination	Result verified Please attach copy of result slip or certificate

Instructions for completing this form:

- Candidates should submit this form via their local Centre who should complete the section below.
- Complete both sides of this form. Please indicate overleaf for award being claimed.
- Candidates should complete the details above and enclose front & back photocopies of the relevant certificates. Do not submit original documents. Claims must be made within 12 months of the final examination date.
- Duration of processing will take approx. 2 months from date of receipt of complete documents.
- Send the appropriate administration fee together with this form. **Administration Fee: HK\$615 per Diploma.**

Payment mode:

By Cheque : issue crossed cheque made payable to "Hong Kong School of Commerce"

** Please include bank charges for all International transactions

HKID No. / Passport number	
Mailing address	
Phone	
Email	
Signature / Date	

FOR OFFICE USE ONLY

Date received		Date issued	
By Cheque _____		Amount	

Please tick box to indicate award being claimed

New Diploma structure for the LCCI Financial and Quantitative qualifications - from January 2016

<input checked="" type="checkbox"/> Diploma title	Diploma code	Level	Duration	Subject Combination
<input type="checkbox"/> Diploma in Bookkeeping and Accounting	DIPBK2	2	6 months	Bookkeeping & Accounting (2015 version) Any two from the following: Award in Computerised Bookkeeping (2015 version) Cost Accounting (2015 version) Business Statistics (2015 version) Business Calculations (pre 2015 version)
<input type="checkbox"/> Diploma in Accounting and Finance	DIPAFI3	3	12 months	Accounting or Financial Accounting (2015 versions) & Cost and Management Accounting (2015 version) Any one from the following: Certificate in Business Statistics (2015 version) Certificate in Advanced Business Calculations (pre-2015 version) Award in Computerised Accounting Skills (pre-2015 version)
<input type="checkbox"/> Group Diploma in Accounting	DIPGACC3	3	12 months	Accounting (2015 version) Any two from the following: Cost and Management Accounting (2015 version) Business Statistics (2015 version) Advanced Business Calculations (pre-2015 version) Award in Computerised Accounting Skills (pre-2015 version)
<input type="checkbox"/> Group Diploma in Cost and Management Accounting	DIPGCMA3	3	12 months	Cost and Management Accounting (2015 version) Accounting or Financial Accounting (2015 versions) Business Statistics (2015 version) Advanced Business Calculations (pre-2015 version) Award in Computerised Accounting Skills (pre-2015 version)
<input type="checkbox"/> Diploma in Accounting and Finance	DIPAFI4	4	18 months	Financial Accounting (2015 version) & Management Accounting (2015 version) & Organisational Behaviour and Performance (2015 version) There are no Optional subjects for this Diploma

Please tick box to indicate award being claimed

Diplomas – Candidates are required to complete a given number of subjects at any level within 24 months

<input checked="" type="checkbox"/> Diploma title	Diploma code	Level	Subject Combination
<input type="checkbox"/> Diploma in Administration ²	ASEDBAG11/ ASEDBAG12	1	Business Administration/ Business Administration (2012) English for Business Either one: Text Production (New Syllabus) ⁴ , Practical ICT Skills ⁴ ASEDBAG11 – for inclusion of Practical ICT Skills ASEDBAG12 – for any other subjects from options
<input type="checkbox"/> Diploma in Travel and Tourism ¹	DIPTT1	1	Introductory Certificate in Marketing Travel and Tourism ³ English for Business or English for Tourism
<input type="checkbox"/> Diploma in Business Studies	DIPBST2	2	Book-keeping and Accounts or Book-keeping and Accounts (IAS) Business Administration/ Business Administration (2012) Business Calculations English for Business or English for Commerce Any two other Level 2 subjects
<input type="checkbox"/> Diploma in Computerised Accounting **	DIPCOMACC2	2	Computerised Book-keeping Skills Book-keeping and Accounts or Book-keeping and Accounts (IAS) Any one other Level 2 subjects
<input type="checkbox"/> Diploma in Book-keeping and Accounts	DIPBKACC2	2	Book-keeping and Accounts or Book-keeping and Accounts (IAS) ⁵ Any two: Business Calculations, Cost Accounting ⁵ , English for Business, English for Commerce, Practical ICT Skills ⁴ , Computerised Book-keeping Skills **
<input type="checkbox"/> Diploma in Marketing ¹	ASEIDIPMKT	2	Marketing Customer Service ³ or Public Relations Either one: Contact Centre Skills ³ , Practical ICT Skills ⁴
<input type="checkbox"/> Diploma in Secretarial Administration	ASEDSAG11	2	Business Administration/ Business Administration (2012) English for Business Either one: Text Production (New Syllabus), Practical ICT Skills ⁴
<input type="checkbox"/> Private Secretary's Diploma	ASEPSDG31	3	Business Administration (2012) Business Principles & Practice or Meetings ⁴ Level 2 English for Business Either one: Text Production, Practical ICT Skills ⁴

Important Notes:

¹ Diploma Title to be withdrawn by April 2017. Last claim date is April 2019.

² Diploma Title to be withdrawn by December 2017. Last claim date is December 2019.

³ Qualifications with last assessment date of 31 April 2017.

⁴ Qualifications with last assessment date of 31 December 2017.

⁵ Qualifications with last assessment date of 31 November 2016.

** Component(s) expired in 2015.

<input checked="" type="checkbox"/> Diploma title	Diploma code	Level	Subject Combination
<input type="checkbox"/> Diploma in Business Administration	ASEDBAG31	3	Business Administration (New 2012) Business Principles & Practice or Meetings ⁴ Practical ICT Skills ⁴
<input type="checkbox"/> Diploma in Computerised Accounting*	DIPCOMACC07	3	Computerised Accounting Skills Accounting or Accounting IAS ⁵ Any one other Level 3 subject
<input type="checkbox"/> Diploma in Marketing	ASEHDIPMKT	3	Marketing Any two: Customer Service ³ , Public Relations, Selling & Sales Management, Advertising
<input type="checkbox"/> Diploma in Business Studies	DIPBUS07	3	Any three: Accounting or Accounting IAS ⁵ , Advanced Business Calculations, Advertising, Business Principles & Practice, Business Administration (New 2012), Business Statistics ⁵ , Cost Accounting ⁵ , Customer Service ³ , English for Business or English for Commerce, Management Accounting ⁵ , Marketing, Principles & Practice of Management, Public Relations, Selling & Sales Management, Computerised Accounting Skills
<input type="checkbox"/> Executive Secretary's Diploma ²	ASEESDG41	4	Level 3 Principles & Practice of Management Level 3 English for Business Level 3 Meetings ⁴ Level 3 Practical ICT Skills ⁴ Level 4 Audio Transcription or Level 4 The Legal Environment ³

Important Notes:

¹ Diploma Title to be withdrawn by April 2017. Last claim date is April 2019.

² Diploma Title to be withdrawn by December 2017. Last claim date is December 2019.

³ Qualifications with last assessment date of 31 April 2017.

⁴ Qualifications with last assessment date of 31 December 2017.

⁵ Qualifications with last assessment date of 31 November 2016.

* Last claim date is December 2017.

Please tick box to indicate award being claimed

Group Diplomas – Candidates are required to complete a minimum of three (3) Level 3 subjects within 3 months

<input checked="" type="checkbox"/> Diploma title	Diploma code	Level	Subject Combination
<input type="checkbox"/> Group Diploma in Accounting*	DIPACC07	3	Accounting or Accounting IAS ⁵ Either two from the pool of options:
<input type="checkbox"/> Group Diploma in Cost Accounting*	DIPCOSTACC07	3	Cost Accounting ⁵ Either two from the pool of options:
<input type="checkbox"/> Group Diploma in Management Accounting*	DIPMANACC07	3	Management Accounting ⁵ Either two from the pool of options:
<input type="checkbox"/> Group Diploma in Marketing	DIPMAR07	3	Marketing Either two from the pool of options:
<input type="checkbox"/> Group Diploma in Public Relations	DIPPUBREL07	3	Public Relations Either two from the pool of options:
<input type="checkbox"/> Group Diploma in Selling and Sales Management	DIPSSM07	3	Selling and Sales Management Either two from the pool of options:
<input type="checkbox"/> Group Diploma in Advertising	DIPADV07	3	Advertising Either two from the pool of options:

Group Diploma pool of options:

Accounting or Accounting IAS ⁵	Management Accounting ⁵	Business Statistics ⁵
Advanced Business Calculations	Business Principles & Practice	Principles & Practice of Management
Business Administration (2012)/ Business Administrative Principles & Practice	Marketing	Cost Accounting ⁵
Customer Service ³	Selling & Sales Management	Public Relations
Accounting (2015 versions)	Cost and Management Accounting (2015 version)	Business Statistics (2015 version)

Important Notes:

³ Qualifications with last assessment date of 31 April 2017.

⁵ Qualifications with last assessment date of 31 November 2016.

* Last claim date is December 2017.

Please tick box to indicate award being claimed

Specialised Diplomas – Candidates are required to complete a minimum of four (4) Level 3 subjects within 6 months

<input checked="" type="checkbox"/> Diploma title	Diploma code	Level	Subject Combination
<input type="checkbox"/> Specialised Diploma in Accounting and Finance [#]	DIPAF3	3	Accounting or Accounting IAS ⁵ Business Statistics ⁵ or Advanced Business Calculations Professional Ethics in Accounting & Finance ⁶ Either one: English for Accounting, Computerised Book-keeping Skills Level 2 or Computerised Accounting Skills Level 3, Measuring and Improving Business Performance ⁶
<input type="checkbox"/> Specialised Diploma in Managerial Accounting [#]	DIPMA3	3	Management Accounting ⁵ Business Statistics ⁵ or Advanced Business Calculations Professional Ethics in Accounting and Finance ⁶ Either one: Measuring and Improving Business Performance ⁶ , English for Accounting, Computerised Book-keeping Skills or Computerised Accounting Skills
<input type="checkbox"/> Specialised Diploma in Cost Accounting [#]	DIPCA3	3	Cost Accounting ⁵ Business Statistics ⁵ or Advanced Business Calculations Professional Ethics in Accounting and Finance ⁶ Either one: Measuring and Improving Business Performance ⁶ , English for Accounting, Computerised Book-keeping Skills or Computerised Accounting Skills
<input type="checkbox"/> Specialised Diploma in Business Management & Accounting [#]	DIPBMA3	3	Business Principles & Practice Business Statistics ⁵ or Advanced Business Calculations Accounting or Accounting IAS ⁵ Either one: Computerised Book-keeping Skills or Computerised Accounting Skills, English for Accounting, Professional Ethics in Accounting and Finance ⁶

Important Notes:

³ Qualifications with last assessment date of 31 April 2017.

⁵ Qualifications with last assessment date of 31 November 2016.

⁶ Qualifications with last assessment date of 31 December 2016.

[#] Last claim date is December 2018.