

Diploma Application Form

Application for Specialised Diplomas, Group Diplomas or Diplomas

Please complete one application form per candidate and submit to LCCI Hong Kong for processing.

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.

Diploma	Administrative Fee (HK\$):
Level 2 Diploma	907
Level 2 Advance Diploma	1209
Level 3 Diploma	957
Level 3 Advance Diploma	1276
Level 4 Diploma	1007

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	

Financial and Quantitative Diplomas

Title	Code	Qualification Combinations	Total no. of quals Required
Level 2 Diploma in Bookkeeping and Accounting	DIPBK2	Core subject (one subject only) <ul style="list-style-type: none"> • Pearson LCCI Level 2 Certificate in Bookkeeping and Accounting (VRQ) Optional subjects (choose two from the following) <ul style="list-style-type: none"> • Pearson LCCI Level 2 Award in Computerised Bookkeeping (VRQ) • Pearson LCCI Level 2 Certificate in Cost Accounting (VRQ) or Pearson LCCI Level 2 Certificate in Cost Accounting • Pearson LCCI Level 2 Certificate in Business Statistics • Pearson LCCI Level 2 Certificate in Business Calculations 	3
Level 3 Diploma in Accounting and Finance	DIPAF13	Core subjects (two subjects only) <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Accounting (VRQ) or Pearson LCCI Level 3 Certificate in Financial Accounting (VRQ) • Pearson LCCI Level 3 Certificate in Cost and Management Accounting (VRQ) or Pearson LCCI Level 3 Certificate in Cost and Management Accounting Optional subjects (choose one from the following) <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Business Statistics • Pearson LCCI Level 3 Certificate in Advanced Business Calculations • Pearson LCCI Level 3 Award in Computerised Accounting Skills • Pearson LCCI Level 2 Award in Computerised Bookkeeping (VRQ)** 	3
Level 3 Diploma in Computerised Accounting*	DIPCOMACC11	Core subjects (two subjects only) <ul style="list-style-type: none"> • Pearson LCCI Level 3 Award in Computerised Accounting Skills • Pearson LCCI Level 3 Certificate in Accounting (VRQ) Optional subjects (choose one from the following) <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Advanced Business Calculations • Pearson LCCI Level 3 Certificate in Cost and Management Accounting (VRQ) or Pearson LCCI Level 3 Certificate in Cost and Management Accounting • Pearson LCCI Level 3 Certificate in Business Statistics 	3
Level 3 Group Diploma in Accounting	DIPGACC3	Core subject (one subject only) <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Accounting (VRQ) Optional subjects (choose two from the following) <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Cost and Management Accounting (VRQ) or Pearson LCCI Level 3 Certificate in Cost and Management Accounting • Pearson LCCI Level 3 Certificate in Business Statistics • Pearson LCCI Level 3 Certificate in Advanced Business Calculations • Pearson LCCI Level 3 Award in Computerised Accounting Skills • Pearson LCCI Level 2 Award in Computerised Bookkeeping (VRQ)** 	3
Level 3 Group Diploma in Cost and Management Accounting	DIPGMA3	Core subject (one subject only) <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Cost and Management Accounting (VRQ) or Pearson LCCI Level 3 Certificate in Cost and Management Accounting Optional subjects (choose two from the following) <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Accounting (VRQ) or Pearson LCCI Level 3 Certificate in Financial Accounting (VRQ) • Pearson LCCI Level 3 Certificate in Business Statistics • Pearson LCCI Level 3 Certificate in Advanced Business Calculations • Pearson LCCI Level 3 Award in Computerised Accounting Skills • Pearson LCCI Level 2 Award in Computerised Bookkeeping (VRQ)** 	3
Level 4 Diploma in Accounting and Finance	DIPAF14	Core subjects (three subjects only) <ul style="list-style-type: none"> • Pearson LCCI Level 4 Certificate in Financial Accounting (VRQ) • Pearson LCCI Level 4 Certificate in Management Accounting (VRQ) • Pearson LCCI Level 4 Certificate in Organisational Behaviour & Performance (VRQ) No optional subjects to choose from. All core subjects must be completed.	3

Business Diplomas and Advanced Diplomas

Title	Code	Qualification Combinations	Total no. of quals required
Level 2 Diploma in Business	DIPBUS218	Core subject (one subject only) <ul style="list-style-type: none"> • Pearson LCCI Level 2 Certificate in Business Fundamentals Optional subjects (choose two from the following) <ul style="list-style-type: none"> • Pearson LCCI Level 2 Certificate in Business Calculations • Pearson LCCI Level 2 Certificate in Marketing Fundamentals • Pearson LCCI Level 2 Certificate in Cost Accounting (VRQ) or Pearson LCCI Level 2 Certificate in Cost Accounting • Pearson LCCI level 2 Certificate in Bookkeeping and Accounting (VRQ) • Pearson LCCI Level 2 Certificate in Business Statistics 	3
Level 2 Advanced Diploma in Business	ADVDIPBUS218	Core subject (one subject only) <ul style="list-style-type: none"> • Pearson LCCI Level 2 Certificate in Business Fundamentals Optional subjects (choose three from the following) <ul style="list-style-type: none"> • Pearson LCCI Level 2 Certificate in Business Calculations • Pearson LCCI Level 2 Certificate in Cost Accounting (VRQ) or Pearson LCCI Level 2 Certificate in Cost Accounting • Pearson LCCI level 2 Certificate in Bookkeeping and Accounting (VRQ) • Pearson LCCI Level 2 Certificate in Marketing Fundamentals • Pearson LCCI Level 2 Certificate in Business Statistics 	4
Level 3 Diploma in Business	DIPBUS318	Core subjects (two subjects only) <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Business Principles and Enterprise • Pearson LCCI Level 3 Certificate in Advanced Business Calculations Optional subjects (choose one from the following) <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Modern Marketing Principles • Pearson LCCI Level 3 Certificate in Digital Marketing and Analytics • Pearson LCCI Level 3 Certificate in Public Relations and Media Relations • Pearson LCCI Level 3 Certificate in Customer Experience and Communications • Pearson LCCI Level 3 Certificate in Sales and Account Management • Pearson LCCI Level 3 Certificate in Cost and Management Accounting (VRQ) or Pearson LCCI Level 3 Certificate in Cost and Management Accounting • Pearson LCCI Level 3 Certificate in Accounting (VRQ) • Pearson LCCI Level 3 Certificate in Business Statistics 	3
Level 3 Advanced Diploma in Business and Enterprise	ADVDIPBE318	Core subjects (two subjects only) <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Business Principles and Enterprise • Pearson LCCI Level 3 Certificate in Advanced Business Calculations Optional subjects (choose two from the following) <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Modern Marketing Principles • Pearson LCCI Level 3 Certificate in Digital Marketing and Analytics • Pearson LCCI Level 3 Certificate in Public Relations and Media Relations • Pearson LCCI Level 3 Certificate in Customer Experience and Communications • Pearson LCCI Level 3 Certificate in Sales and Account Management • Pearson LCCI Level 3 Certificate in Cost and Management Accounting (VRQ) or Pearson LCCI Level 3 Certificate in Cost and Management Accounting • Pearson LCCI Level 3 Certificate in Accounting (VRQ) • Pearson LCCI Level 3 Certificate in Business Statistics 	4

Marketing Diplomas and Advanced Diplomas

Title	Code	Qualification Combinations	Total no. of quals required
Level 2 Diploma in Marketing	DIPMKT218	<p>Core subjects (two subjects only)</p> <ul style="list-style-type: none"> • Pearson LCCI Level 2 Certificate in Marketing Fundamentals • Pearson LCCI Level 2 Certificate in Copywriting and Content for Marketing <p>Optional subjects (choose one from the following)</p> <ul style="list-style-type: none"> • Pearson LCCI Level 2 Certificate in Business Fundamentals • Pearson LCCI Level 2 Certificate in Business Calculations • Pearson LCCI Level 2 Certificate in Business Statistics 	3
Level 2 Advanced Diploma in Marketing	ADVDIPMKT218	<p>Core subjects (three subjects only)</p> <ul style="list-style-type: none"> • Pearson LCCI Level 2 Certificate in Marketing Fundamentals • Pearson LCCI Level 2 Certificate in Copywriting and Content for Marketing • Pearson LCCI Level 2 Certificate in Business Fundamentals <p>Optional subjects (choose one from the following)</p> <ul style="list-style-type: none"> • Pearson LCCI Level 2 Certificate in Business Calculations • Pearson LCCI Level 2 Certificate in Business Statistics 	4
Level 3 Diploma in Marketing	DIPMKT318	<p>Core subjects (two subjects only)</p> <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Modern Marketing Principles • Pearson LCCI Level 3 Certificate in Business Principles and Enterprise <p>Optional subjects (choose one from the following)</p> <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Digital Marketing and Analytics • Pearson LCCI Level 3 Certificate in Public Relations and Media Relations • Pearson LCCI Level 3 Certificate in Customer Experience and Communications • Pearson LCCI Level 3 Certificate in Sales and Account Management • Pearson LCCI Level 2 Certificate in Copywriting and Content for Marketing 	3
Level 3 Diploma in Marketing Communications	DIPMKT318	<p>Core subjects (three subjects only)</p> <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Modern Marketing Principles • Pearson LCCI Level 3 Certificate in Public Relations and Media Relations • Pearson LCCI Level 3 Certificate in Customer Experience and Communications <p>No optional subjects to choose from. All core subjects must be completed.</p>	3
Level 3 Diploma in Sales and Marketing	DIPSMKT318	<p>Core subjects (three subjects only)</p> <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Modern Marketing Principles • Pearson LCCI Level 3 Certificate in Sales and Account Management • Pearson LCCI Level 3 Certificate in Customer Experience and Communications <p>No optional subjects to choose from. All core subjects must be completed.</p>	3
Level 3 Diploma in Digital Marketing	DIPDMKT318	<p>Core subject (one subject only)</p> <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Digital Marketing and Analytics <p>Optional subjects (choose two from the following)</p> <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Modern Marketing Principles • Pearson LCCI Level 3 Certificate in Customer Experience and Communications • Pearson LCCI Level 2 Certificate in Copywriting and Content for Marketing 	3

Marketing Diplomas and Advanced Diplomas (continued)

Title	Code	Qualification Combinations	Total no. of quals required
Level 3 Advanced Diploma in Marketing	ADVDIPMKT318	<p>Core subjects (two subjects only)</p> <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Modern Marketing Principles • Pearson LCCI Level 3 Certificate in Business Principles and Enterprise <p>Optional subjects (choose two from the following)</p> <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Digital Marketing and Analytics • Pearson LCCI Level 3 Certificate in Public Relations and Media Relations • Pearson LCCI Level 3 Certificate in Customer Experience and Communications • Pearson LCCI Level 3 Certificate in Sales and Account Management • Pearson LCCI Level 2 Certificate in Copywriting and Content for Marketing 	4
Level 3 Advanced Diploma in Sales and Marketing	ADVDIPSMKT318	<p>Core subjects (three subjects only)</p> <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Modern Marketing Principles • Pearson LCCI Level 3 Certificate in Sales and Account Management • Pearson LCCI Level 3 Certificate in Customer Experience and Communications <p>Optional subjects (choose one from the following)</p> <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Business Principles and Enterprise • Pearson LCCI Level 2 Certificate in Business Calculations 	4
Level 3 Advanced Diploma in Marketing Communications	ADVDIPMKT318	<p>Core subjects (three subjects only)</p> <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Modern Marketing Principles • Pearson LCCI Level 3 Certificate in Public Relations and Media Relations • Pearson LCCI Level 3 Certificate in Customer Experience and Communications <p>Optional subjects (choose one from the following)</p> <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Digital Marketing and Analytics • Pearson LCCI Level 3 Certificate in Sales and Account Management • Pearson LCCI Level 2 Certificate in Copywriting and Content for Marketing 	4
Level 3 Advanced Diploma in Digital Marketing	ADVDIPDMKT318	<p>Core subject (one subject only)</p> <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Digital Marketing and Analytics <p>Optional subjects (choose three from the following)</p> <ul style="list-style-type: none"> • Pearson LCCI Level 3 Certificate in Modern Marketing Principles • Pearson LCCI Level 3 Certificate in Customer Experience and Communications • Pearson LCCI Level 3 Certificate in Public Relations and Media Relations • Pearson LCCI Level 2 Certificate in Copywriting and Content for Marketing 	4