**Janaury 28, 2014**

**Immigration Office**

**New Zealand**

**Dear Sir/Madam:**

I, \_\_\_\_\_\_\_, express my intent to take my further studies in New Zealand. I am currently a Leasing Supervisor at Oceana Commercial Complex, a newly built development in Angeles City, Pampanga. I was a part of the company during its pre-operations period that’s why I was exposed not only in handling inquiries but also in other aspects of the business like construction, dealing with suppliers among others.

I am humbling requesting your good office in granting a student visa after being accepted at Auckand Institue of Studies (AIS), St. Helens Campus located in 28A Linwood Avenue, Western Spings, Auckland, New Zealand wherein I applied for Post Graduate Diploma in Business Administration Level 8. I believe that this institution not just teaches but also takes care of its students as said by AIS graduates in their testimonials.

I have worked with different companies and also tried to teach as a home tutor from kids learning to read up to adults taking up management. With my current job, I have been with marketing and leasing for almost a year and had learned different strategies in starting up a leasing company but I know I still have to improve and update myself with the current trends. If given a chance, I also want to teach wherein theories are discussed but can be more appreciated through actual experience and involvement. This is what I want to experience in my 12 month study program in AIS. I am planning to take the following, including the modules which are required:

1. 4.701 World Economy, 4.710 Cross-Cultural Behavior and Negotiation, 4.710 Global Enterprise
2. 4.702 Managing Information Technology, 4.704 Business Finance, 4.705 Marketing Management, 4.709 Operations Management, 4.712 Organizational Behaviour and Relationship Management, 4.713 Economic Decision Making, 4.717 Business Ethics, 7.720 Business Strategy and Change Management
3. 4.706 International Strategic Management, 4.708 International Business Law, 4.716 International Marketing
4. 4.707 Human Resource Management, 4. 724 E-Business, 4.725 Entrepreneurship/New Ventures, 4.750 Strategic Marketing, 4.754 Product Development and Brand Management, 4.792 Financial Statement Analysis

The modules also teach the students not only how to become very effective employees but can also be applied should one thinks of putting up a business since it offers marketing, operations, finance, human resource management, and business law. As I was advised, there are some subjects which are required but even if not required, I will take them up as these will help me broaden my knowledge and would help me in understanding various business theories and how these would be applied in different countries or location.

I am positive that this decision will be very beneficial to me and would bring me more opportunities. I am also certain that the people in AIS would help each international student feel welcome wherein support and assistance will be given all throughout the program. I have also read that the professors are very good and guide the students in every way and make sure that the classes are interactive and fruitful. I hope to be more confident in dealing with people and various agencies after the program.

Having my close relatives in Auckland, it will not be so difficult to adjust since they have been supporting me from the day I told them my interest to do further studies abroad. They will be the one to support me aside from my family in the Philippines.

I believe that after finishing this course, I will be more equipped and updated in the latest trends and theories which will help me become more efficient in the workplace and in improving myself for my career advancement. I also look forward in dealing with different people from different countries and culture so I can also improve my public relations and communication skills. I know that studying overseas would provide me more insights in business administration in an international level. I also look forward to applying what I have learned in one of the companies in New Zealand to be able to also acquire experience in working abroad. After gaining work experience in New Zealand, I would like to come home and build a good career in the Philippines.

Respectfully Yours,

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