

**APPLICANTS' GUIDE FOR
VOCATIONAL QUALIFICATION IN BUSINESS (QB)****ADMISSION PROCESS**

Application period	1 September – 13 October 2021
English language test	8 November 2021
Personal Interviews	8 – 12 November 2021
Admission results	19 November 2021
Confirming the study place	3 December 2021
Starting day	11 January 2022 – obligatory attendance

Entrance requirements

The basic entrance requirements are

- Upper secondary school
- Good written and oral command of English (see detailed requirements, p. 3 and 4)
- Basic computer skills
- Completed application with attachments

Contents of this guide

<i>page 1</i>	<i>Admission process</i>
<i>page 2</i>	<i>Admission requirements</i>
<i>page 4</i>	<i>General information for applicants</i> <i>Cost of studies for students in Finland</i>
<i>page 5</i>	<i>Health insurance</i> <i>Results and appeals</i> <i>Written confirmation of study place and enrolment</i> <i>Starting the studies at Business College Helsinki</i>
<i>page 6</i>	<i>Instructions for the application form</i>

Admission requirements

Application requirements are

1. Upper secondary school
2. Good command of English - English language certificate
3. Motivation letter and career plan
4. Personal interview

Admission points:

a) Motivation letter and career plan	10 points
b) Mathematics	2 points
c) Finnish language skills	1 point
d) Personal interview	15 points
Total	28 points

NB. The applicant must receive sufficient points from admission point category a in order to proceed to the personal interview. 0 points from this category causes rejection of the admission.

1. Upper secondary school

School certificates

Entrance requirement for this programme is upper secondary education (12-year general education, advanced level or vocational upper secondary education) i.e. studies equivalent to Finnish high school or vocational upper secondary education. Admission points will be awarded from pass grade of mathematics on the leaving certificate/transcript (2p/subject).

2. English language certificate

Applicants are asked to enclose a language certificate to their application.

Please submit one of the following:

- IELTS Academic, level 6.0
- TOEFL PBT, 550 paper-based test
- TOEFL IBT, 79 - 80 internet-based test
- The National Certificate in English language (YKI), at level 4 Intermediate, in all parts.
- Finnish upper secondary school certificate or matriculation examination certificate with a grade in English language

Please note: IELTS and TOEFL are valid only for two years since date of issue.

In addition, secondary school education in English completed in Great Britain, Ireland, the United States, Canada, Australia or New Zealand is accepted as a demonstration of sufficient English language competence.

Please note that an application cannot be proceed until all the required documents have been submitted. **Only apply once and attach all documents directly to the application form.**

Please note that an application cannot be proceeded until all the required documents, including upper secondary school certificates and transcripts as well as the English language certificate have been submitted.

If the applicant does not have an English language certificate, he/she will be invited to an English language test, which is organized at the college. The test is mandatory. Applicants will receive a separate invitation to the language test.

3. Finnish language skills

The applicants will be awarded one admission point from Finnish language skills based on the following: Finnish as a mother tongue, Finnish as a secondary language (Finnish basic education or upper secondary certificate) or a national certificate of language proficiency in Finnish language (YKI3).

4. Motivation letter including career plan

The applicants are requested to include a motivation letter (100-150 words) to their application. The content of this letter should describe the reasons and motivation for applying for this programme.

The motivation letter will be evaluated and points awarded based on the following: English language, convincing reasons for motivation, understanding of QB curriculum content, capability of living in Finland. In addition in the end of the letter describe your future career plans after completing this programme.

Please note that applications without the motivation letter including career plan are not considered.

5. Personal interview

Selected applicants will be invited to a personal interview **based on their application and supporting documents**, including educational certificates and work certificates, motivation letter and career plan.

The final decision on the student intake will be made based on the personal interview. Kindly note that the interview is an obligatory part of the admission process and it is organised at the college. However, covid-19 restrictions may be applied and applicants will be instructed accordingly.

General information for applicants

Training program is full-time – you cannot combine this program with working full-time or having other full-time responsibilities.

You might not be able to combine studying in the program and getting unemployment benefits. Applicant is responsible for communicating with TE-palvelut.

Cost of studies for students in Finland

Business College Helsinki does not have scholarships available for international students and cannot offer financial assistance to students toward travel expenses, living expenses or study-related expenses in Finland. Therefore, students are required to finance and to cover these costs to the full amount themselves. Common expense items include:

- course text books
- photocopied course material
- study supplies
- study equipment
- meals
- housing
- travel – notice: foreign students are not eligible for student discount for local transport
- other general living expenses

To comply with the Finnish immigration law, international students are required to provide written proof of their ability to support themselves financially for the duration of their studies.

Health insurance

International students must have a health insurance policy that covers the costs of their possible medical care. Health insurance is a requirement for obtaining a residence permit for studies in Finland. If you come from outside Finland, it will be useful to bring along any relevant documents related to your state of health, e.g. vaccinations. This will help you when you contact any members of our medical services. Further information www.migri.fi.

Results and appeals

Admission decisions will be announced and written invitations to accepted students mailed on **November 19th 2021**. **The student is personally responsible for starting the residence permit process in time and also to be ready to begin studies on-site on the orientation day.**

All applicants who participated in the personal interview will receive a written notification of his/her personal admission decision. Please note that not all applicants fulfilling the requirements can be admitted.

An applicant who disagrees with the decision can request a review and correction of his/her case. An appeal to this effect must be made in writing to REGIONAL STATE ADMINISTRATIVE AGENCY (ETELÄ-SUOMEN ALUEHALLINTOVIRASTO) within 14 days after the publication of the results. The appeal must state in detail which part(s) of the admissions procedure are requested to be reviewed and corrected, and on what basis. Results the personal interview and admissions processes cannot be altered to the detriment of students already admitted.

Written confirmation of study place and enrolment

An applicant accepted to the programme must confirm his/her enrolment by submitting a written confirmation of accepting the offered study place to the student affairs office **by December 3rd 2021**.

Detailed instructions on how to confirm the study place will be sent with the acceptance letter. If the applicant fails to submit the confirmation form by the date indicated in the decision, he/she loses the offered study place.

Starting the studies at Business College Helsinki

Studies start with orientation day on January 11th 2022. All new students have to attend the orientation. In case the accepted student is not present on the orientation day and has not informed the college about his/her absence in advance, the place will be automatically given to another applicant.

Please take notice that the accepted student is responsible of taking care of all the practical issues considering the start of the studies, such as, submitting an international student's residence permit application in time.

Unfortunately, we cannot help with the VISA issues.

For more information, please consult the Finnish Immigration Service (www.migri.fi).

INSTRUCTIONS FOR THE APPLICATION FORM

Personal Information

Please fill in all the information accurately.

In the First name field, please write your first name (your forename for everyday use).

Contact Information

Please fill in your current residence address.

Please write the postal code of your place of residence (in numbers) and the name of the city. A Finnish postal code may be chosen from the list.

Educational background

Please fill in the information about your upper secondary education, and other education, training and degrees completed.

Entrance requirement for this programme is upper secondary education (12-year general education, advanced level) i.e. studies equivalent to Finnish high school and Matriculation Examination or Finnish vocational upper secondary education.

Language Skills

Please fill in the information and use the given scale to assess your skills (speaking, reading and writing).

Entrance requirement for this programme is a good written and oral command of English. Please see pages 3 and 4 for further instructions.

Motivation letter and career plan

Please write your motivation letter in this field and career plan in this field.

The content should cover your reasons and motivation for applying for this programme. Describe your future career plans after completing this programme.

Please note that applications without a motivation letter and career plan are not considered.

Immigration status

Please enclose a copy of your residence permit or visa (if valid).

Please note that if you are a Finnish citizen, you do not fill in this section.

Enclosures and application supporting documents

The applicants are asked to enclose copies of the following documents to their application:

- Educational Certificates for upper secondary education
- Transcript of Records (upper secondary education)
- Certificate of English language competence – see p. 2 and 3 for details
- Work Experience Certificates (if available)
- Certificates of other foreign languages (if available)
- Certificates of IT skills (if available)
- Copy of Finnish residence permit (if available)
- Documentation of entrepreneurship/ own business (if available)

Please name all the files.

Please prepare all the certificate copies in advance and submit scanned/electronic copies of these documents enclosed to the application form.

Please note that applications without all required documents (named above) will not be considered.

All the supporting documents must be submitted by the end of the application period, by October 13th 2021. Kindly note that Business College Helsinki does not consider application documents that have arrived after the deadline.

Please note that all documents **must be translated into English or Finnish. The translations should be certified translations made by an authorized translator working in Finland.** Further information: <http://www03.oph.fi/kaantajat/>.

All admitted students are required to present the original documents, certificates and references at the very beginning of the first study year.