

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

Application period	September 1st – October 15th 2023
English language test	November 7th 2023 – at the college
Video application	November 17th – 19th 2023
Admission results	December 1st 2023
Confirming the study place	by December 15th 2023
Starting day	January 9th 2024 – obligatory attendance

Entrance requirements

The basic entrance requirements are

- The program is meant for adults, who have completed either upper secondary education or vocational upper secondary education, and people over the age of 18, who are in the process of changing careers and have enough work experience.
- Good written and oral command of English (see detailed requirements, p. 2)
- 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 3</i>	<i>Admission points and selection criteria</i>
<i>page 4</i>	<i>Instructions for the application form</i>
<i>page 6</i>	<i>General information for applicants</i> <i>Cost of studies for students in Finland</i> <i>Health insurance</i>
<i>page 7</i>	<i>Results and appeals</i> <i>Written confirmation of study place and enrolment</i> <i>Starting the studies at Business College Helsinki</i>

Admission requirements

Application requirements are

1. Good command of English - English language certificate
2. Finnish citizenship or residence permit
3. Application Pre-Task
4. Video application

Admission points:

- | | |
|----------------------------|----------|
| a) Application Pre-Task | 8 points |
| b) Finnish language skills | 2 points |
| c) Video application | 8 points |

1. English language certificate

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

Please submit one of the following:

- Upper secondary education completed in Finland - Minimum requirement for English language level is grade 7 on the leaving certificate or *Lubenter Approbatur* on the Matriculation Examination certificate. Applicants applying with a Finnish vocational upper secondary certificate, the requirement for English skills is grade 2 (grading scale 1-3) or 3 (grading scale 1-5).
- IELTS Academic, level 6.0
- TOEFL PBT, 550 paper-based test
- The National Certificate in English language (YKI), at level 4 Intermediate, in all parts.

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

In addition, upper secondary school education in English completed in United Kingdom, 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 proceed until all the required documents, including residence permit, educational and work certificates as well as the English language certificate have been submitted. **Only apply once and attach all documents directly to the application form.**

If the applicant does not have one of the above-mentioned an English language certificate, they will be invited to an English language test, which is organized at the college. The test is mandatory. The test cannot be completed remotely. Applicants will receive a separate invitation to the language test.

2. Finnish citizenship or residence permit

Applicants must enclose a copy of Finnish passport or identity card, or a residence permit granted by the Finnish authorities to their application. Residence permit cards of other countries are not accepted. If the applicant's residence permit is in process, they must enclose a document of a pending permit application to their application. **Please note that applications without this documentation are not considered.**

3. Application pre-task

Applicants will receive an automatic confirmation email from Wilma after saving their application. In this email, the applicant will receive a link through which they will be able to complete the application pre-task. **The pre-task must be submitted by October 16th 2023 23.45.**

4. Video application

Selected applicants will be invited to submit a video application **based on their written application and pre-task, and supporting documents**, including educational and English language certificates as well as residence permit.

Kindly note that video application is an obligatory part of the admission process and only applicants who have submitted the video application can be considered in the final phase of the admissions process.

5. Finnish language skills

Applicants will be awarded two admission points 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). Admission points will be awarded based on a certificate attached to the application.

Admission points and selection criteria

Application pre-task: 0 – 8 selection points

Finnish language skills: 0 – 2 selection points for Finnish language skills (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))

Video application: 0 – 8 selection points

Applicants will be invited to complete the video application **based on the sum of** their application pre-task points and Finnish language skills selection points. Please note that not all applicants fulfilling the requirements will be issued an invitation, but the selection will be made based on the selection points.

The final selection will be made **based on the sum of** video application selection points and Finnish language skills selection points. If the applicant fails to complete the application pre-task or video application, their application is automatically rejected.

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 make sure that you fill out all the information accurately, especially your email address.

Contact to applicants is primarily through email. After saving your application you will receive a confirmation email from Wilma to the email address you have put down on your application. In this email, you will receive a link through which you will be able to submit the application pre-task. If you do not receive a confirmation email please contact the Student Affairs office at studentaffairs@bc.fi.

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 and work experience

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

The program is meant for adults, who have completed either upper secondary education or vocational upper secondary education, and people over the age of 18, who are in the process of changing careers and have enough work experience. Applicants are asked to enclose copies of their school leaving certificates and a transcript of studies as well as degree certificates and work certificates to their application.

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 good written and oral command of English. Please see page 2 for further instructions.

Residence permit or Finnish citizenship

Please fill in the information about a Finnish residence permit and type your customer number at the Finnish Immigration Service to the field. If you are a Finnish citizen, select "Finnish citizenship".

Applicants are asked to enclose a copy of their residence permit or visa, or a Finnish passport or identity card to the application. Please note that applications without this documentation are not considered.

Enclosures and application supporting documents

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

- Copy of a Finnish ID or residence permit (required)
- Certificate of English language competence – see p. 2 for details
- Educational Certificates (required)
- Work Experience Certificates (if available)
- Certificates of other foreign languages (if available)
- Certificates of IT skills (if available)
- Documentation of entrepreneurship/ own business (if available)

NB. Name all the files accordingly. Files must be in .pdf, .jpg or .jpeg form.

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, October 15th 2023. 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.**

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

General information for applicants

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

You might not be able to combine studying in the program and getting unemployment benefits. Applicants are responsible for communicating with TE-services.

Cost of studies for students in Finland

Business College Helsinki does not have scholarships available for 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:

- photocopied course material
- study supplies
- study equipment
- possible course textbooks
- meals
- housing
- travel – notice: foreign students might not be 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 to the Finnish Immigration service.

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 **December 1st, 2023.**

All applicants will receive a written notification of their 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 their 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 of the video application and admissions process 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 their enrolment by submitting a written confirmation of accepting the offered study place to the student affairs office **by December 15th, 2023.**

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 studies at Business College Helsinki

Studies start with orientation day on January 9th, 2024. All new students must attend the orientation. In case the accepted student is not present on the orientation day and has not informed the college about their absence in advance, the place will be automatically given to another applicant.

Students must have a valid student resident permit at the start of the studies. Please be prepared to present a Finnish ID or a residence permit granted by the Finnish Immigration Services at registration.

Students cannot begin their studies before they can present a valid student residence permit.

Unfortunately, we cannot help with the VISA issues. For more information, please consult the Finnish Immigration Service (www.migri.fi)