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| <b>APPLICANTS' GUIDE FOR<br/>VOCATIONAL QUALIFICATION IN INFORMATION AND COMMUNICATIONS TECHNOLOGY</b> |
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| <b>Application period</b>          | <b>24 September – 21 October 2018</b>         |
| <b>Application processing time</b> | <b>22 October – 14 November 2018</b>          |
| <b>Personal interviews</b>         | <b>15 – 30 November 2018</b>                  |
| <b>Admission results</b>           | <b>5 December 2018</b>                        |
| <b>Confirming the study place</b>  | <b>by 16 December 2018</b>                    |
| <b>Starting day</b>                | <b>7 January 2019 – obligatory attendance</b> |

### **Entrance requirements**

The basic entrance requirements are

- Upper secondary school
- Good written and oral command of English (B2 CEFR level)
- Good computer skills

*NB. Applicants applying with successfully completed upper secondary education abroad, please see the detailed application requirements on page 2.*

### **A. Applicants with Successfully Completed Upper Secondary Education in Finland**

Admission requirements are

1. Upper secondary school
2. Good command of English – written application and oral skills based on the application
3. Personal interview

#### **1) School Certificates**

The applicants are asked to submit copies of their upper secondary education with the application. The contents of the applicant's upper secondary education and other educational background will be evaluated. Students graduating in fall 2017 must submit most recent school certificates or transcripts.

**Applicants graduating in fall 2018 must submit copies of their matriculation certificates and upper secondary school leaving certificates to the Student Affairs Office by 16 December 2018.**

## 2) English language skills

The applicant's English language skills will be evaluated based on the grade on the upper secondary school leaving certificate and the written application. Minimum requirement for English language level is grade 7 on the leaving certificate or *Cum Laude* 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).

In case the applicant has no assessment of English language on their upper secondary or matriculation examination certificates, they must submit a certificate of English language. Please see the requirements on page 2 below.

## 3) Personal interview

Selected applicants will be invited to a personal interview based on their application and supporting documents, including educational certificates as well as past experience in ICT field and software development.

Kindly note that the interview is an obligatory part of the admission process and it is organised at the college. Skype or telephone interviews will not be arranged.

## B. Applicants with Successfully Completed Upper Secondary Education abroad

Admission requirements are

1. Upper secondary school
2. Good command of English – English language certificate, written application and oral skills based on the application
3. Personal interview

### 1) School Certificates

The contents of the applicant's upper secondary education and other educational background will be evaluated. It should be noted that certified copies of school certificates and transcripts with a translation into English or Finnish must be enclosed with the application as a proof of successfully completed upper secondary education.

### 2) English Language Certificate

Applicants are asked to enclose a language certificate to their application. Please take notice that the **certificate of English language must be issued after 1 August 2015**.

Please submit one of the following:

- Cambridge ESOL's Certificate of Proficiency in English (CPE), level C
- Cambridge ESOL's Certificate in Advanced English (CAE), CEFR level C1
- IELTS, academy 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.

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 processed until all the required documents, including upper secondary school certificates and transcripts as well as the English language certificate have been submitted.

### **3) Personal interview**

Selected applicants will be invited to a personal interview based on their application and supporting documents, including educational certificates as well as past experience in ICT field and software development.

Kindly note that the interview is an obligatory part of the admission process and it is organised at the college. Skype or telephone interviews will not be arranged.

## **C. General information for applicants**

### **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](http://www.migri.fi).

### **Cost of Studies in Finland for International Students**

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 and other general living expenses

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

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

## Results and Appeals

Admission decisions will be announced and written invitations to accepted students mailed on **5 December 2018**.

All applicants who were invited to a personal interview will receive a written notification of his/her personal admission decision.

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 of 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 English programme must confirm his/her enrolment by submitting a written confirmation of accepting the offered study place to the student affairs office by **16 December 2018**.

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 **7 January 2019**. All new students should 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, their place will be 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.

## 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.

### 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 take notice that the applicant must provide a certificate of their English language skills with the application. Applications sent without the certificate of English language will not be considered. Please see: page 2 for further instructions.

### Experience in the field of ICT and software development

*Please describe your experience in the field of ICT and software development and give examples of your work experience, previous education and personal projects.*

### Statement of Purpose

*Please write your statement of purpose in this field.*

The content should cover your reasons and motivation for applying for this programme. Please note that applications without a statement of purpose 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
- Educational Certificates of Matriculation Exam
- Certificate of English language
- Work Experience Certificates (if available)
- Certificates of IT skills (if available)
- Copy of Finnish residence permit (if available)

**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 the enclosed documents will not be considered.

**All the supporting documents must be submitted by the end of the application period, by October 21<sup>st</sup> 2018.** Please take notice that the documents must reach the college by the given deadline. Business College Helsinki does not process application documents that have arrived after the deadline.

Please note that all documents **must be translated into English or Finnish** and must be certified to be true and correct copies of the original translations and they must carry personal signatures of two persons who have seen the original documents and translations. All admitted students are required to present the original documents, certificates and references at the very beginning of the first study year.