

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

ADMISSION PROCESS

Application period	September 2nd – October 13th 2024
English language test	November 5th 2024 – at the college
Interviews	November 20th – November 22nd 2024 – at the college
Admission results	November 29th 2024
Confirming the study place	by December 13th 2024
Starting day	January 15th 2025 – obligatory attendance

Entrance requirements

The basic entrance requirements are

- The program is meant for people over the age of 18, who are in the process of changing careers or updating their knowledge in the field
- Good written and oral command of English (see detailed requirements, p. 2)
- Basic computer skills
- Completed application with attachments
- Personal interview

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Admission requirements

Application requirements are

1. Good command of English - English language certificate
2. Completed application with attachments
3. Personal interview

Admission points:

- | | |
|--------------------------------|---------------|
| a) Application including video | 8 points |
| b) Finnish language skills | 2 or 4 points |
| c) Personal interview | 10 points |

1. English language certificate

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

Please submit one of the following certificates:

- 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.
- Higher degree completed in English - The certificate must include a supplement or a written statement that the full degree has been completed in English.
- Upper secondary education completed in Finland - 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) or 4 (grading scale 1-5).

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 English language certificates, 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. Application with attachments and video

Applicants must submit an application with all the required attachments. Applicants must answer all the questions on the application.

The application includes a link to complete a video on RecRight. Applicants can complete a video on this platform and gain more admission points. On the video you will answer questions regarding motivation and career plans.

It is not possible to gain the maximum amount of application admission points without completing the video. Only videos submitted on the RecRight-platform are accepted. We will not accept videos sent by email.

The utilization of AI is forbidden.

3. Finnish language skills

Applicants will be awarded 2 or 4 admission points for Finnish language skills based on their level of proficiency. Applicants with 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) will be awarded 4 admission points.

2 admission points will be awarded to those with a certificate of completing any Finnish language studies provided by an educational institution. Admission points will be awarded based on certificates attached to the application.

4. Personal interview

Selected applicants will be invited to a personal interview based on their application and its supporting documents and video. The personal interview is at the college and cannot be organized online or via telephone.

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 only applicants who have attended the interview can be considered in the final phase of the admissions process.

Admission points and selection criteria

Application with attachments and video: 0 – 8 admission points

Finnish language skills: 4 admission 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)). 2 admission points will be awarded to those with a certificate of completing any Finnish language studies provided by an educational institution

Personal interview: 0 – 10 admission points

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

The final selection will be made **based on the sum** of interview admission points and Finnish language skills admission points. In the case of equal admission points the order of the applicants will be based on their interview admission points. In the case of equal selection points in the interview admission points, the order of the applicants will be based on application admission points. In case of equal admission points throughout the process random selection is used. If the applicant fails to attend the interview, 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 people over the age of 18, who are in the process of changing careers or updating their knowledge in the field.

Enclosures and application supporting documents

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

- Certificate of English language competence – see p. 2 for details
- Educational Certificates (required)
- Work Experience Certificates (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 13th 2024. 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 November 29th, 2024.

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 application (including the video) 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 13th, 2024**.

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 15th, 2025. 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)