



# **Applicant's Guide for Vocational Qualification In Business Management**

2019

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# 1 Entrance Requirements

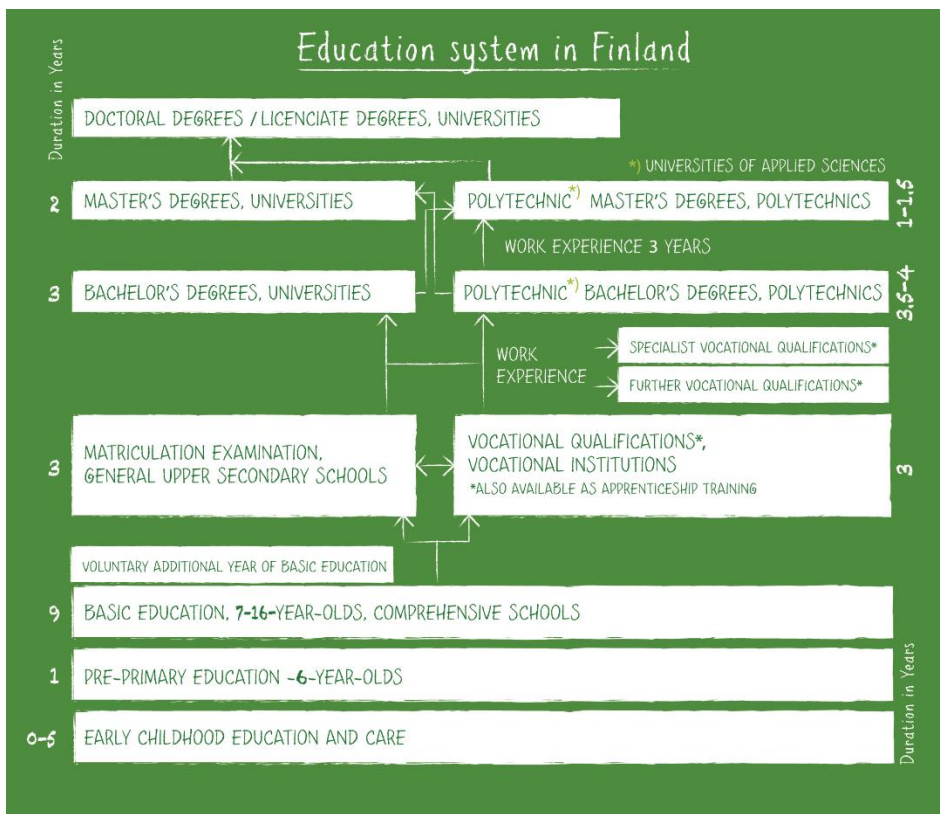
Basic entrance requirements for studying Vocational qualification in Business Management:

- Completed Finnish comprehensive school or other basic education (approximately nine years, age 7-16)
- Good written and oral command in English language

This study programme is for those who have completed basic education and are without completed vocational qualification.

We can yearly accept a few applicants without the Finnish national qualifications in basic education. In this case we require that the applicant has the necessary capacity to study in the programme and also has a well grounded reason to study in Oulu vocational College.

Upper secondary or higher education graduates with completed qualification will be accepted only in exceptional cases if there are free study places.



Admission points are awarded for general academic success, for work experience and for entrance examination results. Extra points are awarded to applicants who have finished basic education in the same or previous year as the application period.

Some applicants can be accepted in discretionary selection. The reasons for discretionary selection are e.g. difficulties in determining the applicability of certificates (applicants without the Finnish national qualifications in basic education).

## 2 Application Process

### 1. Fill in the online application form at [www.osao.fi](http://www.osao.fi).

The application form is available during the application period from 19 February to 12 March and closes on the last day of application at 15:00 Finnish time.

### 2. Deliver the documents

#### Applicants with Finnish comprehensive school (peruskoulu) certificate

If you are graduating from a Finnish comprehensive school (peruskoulu) in the spring 2019, deliver a photocopy of the school certificate by 7 June 2019, 15:00 Finnish time.

If you have graduated from a Finnish comprehensive school (peruskoulu) before year 2019, deliver a photocopy of the school certificate and other school and work experience certificates by 22 March 2019, 15:00 Finnish time.

#### Applicants with foreign basic education certificate

All applicants applying with a degree awarded outside Finland must deliver **photocopies of the school and work experience certificates** and official English translation of them by 22 March at 15:00 Finnish time. The translation must be done by an authorised translator and must include the translator's signature and stamp.

If you are graduating in the spring 2019 and wish to apply in the discretionary admission, you should ask for an official statement of you upcoming graduation from your school and deliver it to the address below by 22 March at 15:00 Finnish time. In addition, an official English translation of the statement is required if the statement is not written in English.

Please note that all documents must be delivered by post or by courier services or by email.

Please deliver the documents to

*KV-merkonomivalinta  
Oulun seudun ammattiopisto  
Kaukovainion yksikkö, palvelut  
Kotkantie 2 C  
90250 OULU  
Finland*

Documents by email to [kaukovainio.palvelut@osao.fi](mailto:kaukovainio.palvelut@osao.fi).

**Please write a subject of the message: KV-merkonomivalinta.**

Once the deadline of documents has passed, the school will check the eligibilities of all applicants and invite the eligible applicants to take the entrance examination.

### **3. Entrance examination**

Invitations to entrance examination will be sent to all invited applicants by email. The entrance examination will be held on 16 May 2019. The location for the entrance examination is in Oulu, Finland. We cannot arrange any entrance examinations via Skype.

The entrance examination measures oral and written English language skills, learning skills and learning motivation.

### **4. The results of student selection**

The results of student selection will be published 13 June at the earliest. All admitted students will be contacted by email once results are ready.

An accepted applicant must confirm his/her enrolment by 25 June 2019, 15:00 Finnish time. Detailed instructions on how to confirm the study place will be sent with the acceptance letter.

### **5. Beginning of Studies at Oulu Vocational College**

Studies begin in the beginning of August 2019.

All selected students must bring their original documents to be verified on the first day of their studies. The original documents must be equivalent to the copies delivered during the application period. The student selection is not final until the original diplomas have been checked. If the student fails to deliver original documents by the given deadline, Oulu Vocational College will cancel the offered study place.

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

## 3 Studying in Finland

### 3.1 RESIDENCE PERMIT

If you plan to study in Finland for longer than 90 days, you must apply for a residence permit. All residence permit applications are issued by Finnish Immigration Services. They also instruct all the applicants with necessary information. See <http://migri.fi/en/studying-in-finland> .

Oulu Vocational College cannot offer any help with the VISA issues.

EU citizens and citizens of Iceland, Liechtenstein, Norway or Switzerland do not need a residence permit for Finland.

### 3.2 COST OF STUDIES

Oulu Vocational College does not have scholarships available for international students and cannot offer financial assistance to students.

Common expense items include e.g.

- Course text books and other course material
- Study supplies and equipment
- Meals
- Housing
- Travel
- General living expenses.

Students are required to finance their studies and living expenses themselves.



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[www.osao.fi](http://www.osao.fi)