



# **Applicant's Guide for Vocational Qualification in Business**

**Separate admission-Including IBCP studies**

**2023**

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# 1 Entrance Requirements

Basic entrance requirements for studying Vocational qualification in Business:

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

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

Upper secondary or higher education graduates with completed qualification cannot be accepted.

Foreign applicants under 18 years old must have a guardian living in the Oulu area. A well-grounded reason could be e.g. family reasons. **We will check the eligibility and guardian's information before inviting the applicant to the entrance exam.**

The education is targeted at Finns, citizens of the EU/ETA countries and applicants possessing a valid residence permit in the EU.

If you are a non EU/ETA citizen, please note:

- residence permit must be valid at the time of submitting the application and also at the beginning of the studies
- residence permit **MUST** be attached to the application, applications without an attached valid residence permit will not be processed.

You can find information about the Finnish education system on [the website of the Ministry of Education and Culture](#).

## 2 Student selection

Admission points are awarded for general academic success 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.

The total of 47 points consists of the following:

- **1 – 16 points** for general academic success based on the basic education certificate
  - **6 points** for completing basic education during the year of applying or during the previous of applying
- OR
- **6 points** for certain studies completed after basic education, e.g. TUVA
  - **0 – 25 points** for the entrance examination and aptitude test

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

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).

### 3 Application Process

1. Fill in the online application form at <https://www.osao.fi/opinnot/merkonomi-vocational-qualification-in-business/>.

Fill the form using a PC. The form may not work correctly on all mobile devices.

The application form is available during the application period from 21 February to 21 March 2023 and closes on the last day of application at 15:00 Finnish time.

2. Deliver the documents

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

You can add a link to any credits you may have in [My Studyinfo](#), so you don't need to attach certificates of your previous studies to your application.

If you are graduating from a Finnish comprehensive school (peruskoulu) in the spring 2023, deliver a photocopy of the school certificate by 7 June 2023, 15:00 Finnish time or add a link to [My Studyinfo](#) to the application.

Documents by email to [kaukovainio.palvelut@osao.fi](mailto:kaukovainio.palvelut@osao.fi). Please write a subject of the message: KV-merkonomivalinta.

If you have graduated from a Finnish comprehensive school (peruskoulu) before year 2023, please attach your certificate to the application or add a link to [My Studyinfo](#) to the application.

#### Applicants with foreign basic education certificate

All applicants applying with a degree awarded outside Finland must **attach copies of the school certificates** and an official English translation **to the application**. 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 2023 and wish to apply in the discretionary admission, you should ask for an official statement of your upcoming graduation from your school. Please attach the statement to the application. In addition, an official English translation of the statement is required if the statement is not written in English.

Once the application time has ended, the school will check the eligibilities of all applicants and invite the eligible applicants to take the entrance examination. **Applications without required attachments will not be processed.**

### **3. Entrance examination**

Invitations to entrance examination will be sent to all invited applicants by email. The entrance examination will be held on **11 May 2023**. The location for the entrance examination is in Oulu, Finland. We cannot arrange any entrance examinations online.

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

The results of student selection will be published 12 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 21 June 2023, 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 OSAO**

Studies begin on 2 August 2023.

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, OSAO 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.

## 4 Studying in Finland

### 4.1 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> .

OSAO 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.

### 4.2 COST OF STUDIES

OSAO does not have scholarships available for international students and cannot offer financial assistance to students.

Education is free. You must have an own laptop and you buy the books yourself. In addition, IB examination fees are round 200 euros.

Common expense items include e.g.

- Course 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.

OSAO can't offer accommodation in a dormitory.



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