



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

**Separate admission -Including IBCP studies**

**2026**

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Palvelut  
Kaukovainion toimipiste  
Kotkantie 2 C  
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[www.osao.fi](http://www.osao.fi)

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## 1. Admission Requirements

Basic entrance requirements for studying Vocational qualification in Business:

- Completed Finnish comprehensive school or other basic education (approximately nine years, age 7-16)
- A good written and oral command in the English language
- A basic level command of the Finnish language ([A.1.3 European language framework](#))

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.

Please note that:

- the program is intended for students aged 16-19.
- sending separate email enquiries will not affect the selection process.

Foreign applicants under 18 years old must have a guardian living in the Oulu area. **We will check the eligibility and guardian's information before inviting the applicant to the entrance exam.**

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 electronic application at [www.osao.fi](http://www.osao.fi). <https://www.osao.fi/en/studies/vocational-qualification-in-business/>.

It is recommended to complete the application form using a computer browser. The form may not work properly on mobile devices.

The application form is open during the application period 17.2.-17.3.2026 and closes on the last day of application at 15:00 Finnish time.

#### 2. Submit Certificate Copies

If you completed basic education before the year 2026, please attach your certificate to the application or add a link to [My Studyinfo](#) to the application.

If you complete basic education in spring 2026, deliver a photocopy of the school certificate by 5 June 2026, 15:00 Finnish time. We will give you instructions on how to submit copies of your certificates in connection with the entrance exam.

If you're sending email, use secure email and do the following

- Go to <https://securemail.osao.fi>
- Click **Rekisteröidy** and enter your email address
- You will receive a message to your email with a link to send a secure email
- Send an email to [kaukovainio.palvelut@osao.fi](mailto:kaukovainio.palvelut@osao.fi).

**Txt or WA message: +35850 4624720.**

**Subject: kv-merkonomivalinta**

Only applicants who have submitted copies of certificates will be considered in the admissions.

## Applicants with foreign basic education certificate

All applicants applying with a degree awarded outside Finland must **attach copies of the school certificates certified by authorized public body** 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 2026 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 **7 May 2026**. 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 11 June 2026 at the earliest. All admitted students will be contacted by email once results are ready.

An accepted applicant must confirm his/her enrolment by 18 June 2026, 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 5 August 2026.

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 documents 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

### 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.

### 2. Cost of Studies

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

There are tuition fees for applicants outside EU/EEA countries. 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.

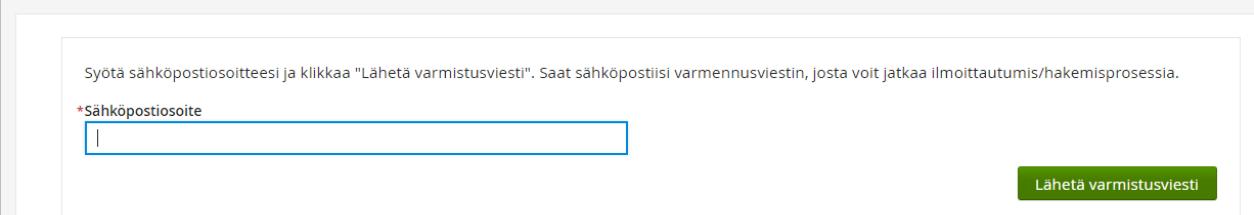
[FAQ about the extension of compulsory education - OKM - Ministry of Education and Culture, Finland.](#)

## 5. Instructions for Completing the Electronic Application Form

The application form opens when the application period begins.

It is recommended to use a computer browser for the application.

Provide a valid email address to receive the actual registration link.



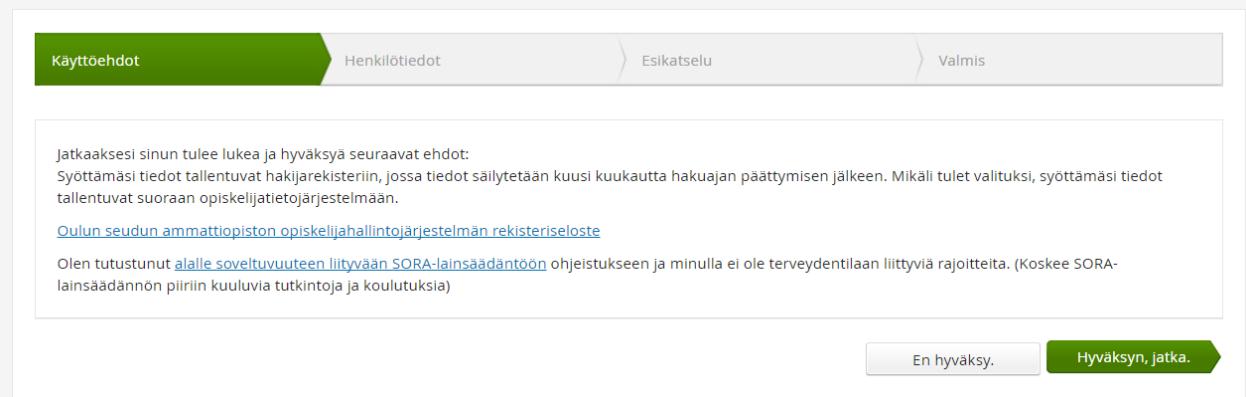
Syötä sähköpostiosoitteesi ja klikkaa "Lähetä varmistusviesti". Saat sähköpostiisi varmennusviestin, josta voit jatkaa ilmoittautumis/hakemisprosessia.

\*Sähköpostiosite

Lähetä varmistusviesti

1. You will receive an email titled Confirmation Message from Wilma.

Lomakkeen ensimmäisessä vaiheessa kerrotaan käyttöehdoista. Lue ohjeet ja paina Hyväksyn, jatka.



Jatkaaksesi sinun tulee lukea ja hyväksy seuraavat ehdot:  
Syöttämäsi tiedot tallentuvat hakijarekisteriin, jossa tiedot säilytetään kuusi kuukautta hakuajan päättymisen jälkeen. Mikäli tulet valituksi, syöttämäsi tiedot tallentuvat suoraan opiskelijatietojärjestelmään.

[Oulun seudun ammattiopiston opiskelijahallintojärjestelmän rekisteriseloste](#)

Olen tutustunut [alalle soveltuvaan liityvään SORA-lainsäädäntöön](#) ohjeistukseen ja minulla ei ole terveydentilaan liittyviä rajoitteita. (Koskee SORA-lainsäädännön piiriin kuuluvia tutkintoja ja koulutuksia)

En hyväksy. Hyväksyn, jatka.

2. Fill in the application.

Käyttöehdot      Henkilötiedot      Esikatselu      Valmis

### Personal data and contact information

*Sukunimi/ Last name Opiskelija	*Etunimet/ First names Olli Esimerkki
*Henkilötunnus/ Finnish social security number or date of birth (ddmmyy) 120601AXXX	*Sukupuoli/Gender Mies
*Äidinkieli/ Native language Finnish	*Kansalaisuus/ Nationality Finland
*Lähiosoite/ Street address Opiskelutie 15	
*Postinumero ja postitoimipaikka/ Postal code and city/town 90100 OULU	
*Maa/ Country Finland	
*Puhelinnumero/ Phone number 050 12341234	*Sähköpostiosoite/ Email olli.opiskelija@esimerkki.fi

### Education

*Pohjakoulutus / Basic education Finnish comprehensive school (peruskoulu)	*Päättymisvuosi/Comleted in year 2017
*Koulun nimi/ Name of school Esimerkkikoulu	Suoritusvuosi/Gratuation year
Aiempi tutkinto(yo, ammatillinen tms.)/ Previous qualification	

3. If you have any other schools started or completed, please provide detailed information.

### Work experience (more than 3 months)

Työnantaja/ Employer	Työtehtävä/ Job description	Työn kesto (kk)/ Duration (months)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="+"/>		

\*Perustelut koulutukseen hakeutumiselle/ Reason for applying for this study programme  
XXXXXXXXXXXXXXXXXXXXXX

Nimeni saa julkaista OSAOn www-sivulla/ If selected, permission to publish my name in OSAO website

4. Then check your information is correct, especially your email address and phone number. Click save.
5. In the next page you will receive notification stating your application has been saved. You will also receive an email confirmation message.
6. Remember to submit the certificate copies by the given deadline.