

**APPLICANT'S GUIDE FOR  
VOCATIONAL QUALIFICATION IN BUSINESS FOR  
YOUTH****ADMISSION PROCESS**

<b>Application period</b>	<b>February 18<sup>th</sup> - March 18<sup>th</sup>2025</b>
<b>English language test</b>	<b>April 7<sup>th</sup>2025 - at the college</b>
<b>Interview</b>	<b>May 19<sup>th</sup> – 21<sup>st</sup>2025 - at the college</b>
<b>Admission results</b>	<b>June 12<sup>th</sup>2025</b>
<b>Confirming the study place</b>	<b>by June 26<sup>th</sup>2025</b>
<b>Starting day</b>	<b>August 5<sup>th</sup>2025 - obligatory attendance</b>

The Vocational Qualification in Business for youth -program is meant for people of compulsory age, who have just completed their basic education. People over the age of 18 can apply to our Vocational Qualification in Business -program, [link here](#).

The program lasts for approximately three years. During the program you will complete Vocational Units (145 credits) and Common Units (35 credits). After completing this program, you are eligible to apply to higher education.

**Entry requirements**

The basic entry requirements are

- The program is meant for people of compulsory education age
- Good written and oral command of English (see detailed requirements, p. 2)
- Completed application with attachments
- Interview
- Completed basic education

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## Admission requirements

Application requirements are

1. Good command of English - English language certificate or language test
2. Completed application with attachments
3. Interview

Admission points:

a) Application	0-10 points
b) Finnish language skills	0-4 points
c) English language skills	0-4 points
d) Interview	0-10 points
e) Being of Compulsory age	4 points

### 1. English language certificate

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

Please submit one of the following certificates:

- Basic education completed in Finland – Applicants can provide an intermediate report card with the latest grades, if graduation certificate is not yet available.
- Grades 9 to 10 (grading scale 4-10) award applicants 4 points. Grades 7 to 8 award applicants 2 points. For grades 7 or less, applicants will be invited to an English language test, which is organized at the college.
- Basic education completed in English in the following countries awards applicants 4 points. The countries are: United Kingdom, Ireland, the United States, Canada, Australia or New Zealand is accepted as a demonstration of sufficient English language competence. Basic education leaving certificate required.

Please note that an application cannot proceed until all the required documents 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, selected applicants 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**

Applicants must submit an application with all the required attachments. Applicants can earn points by uploading a video using RecRight. Applicants must answer all the questions on the application.

Only videos submitted via RecRight 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 who have completed their basic education in Finnish 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. Interview**

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

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:** 0 – 10 admission points

**Finnish language skills:** 0-4 admission points for Finnish language skills. Applicants who have completed their basic education in Finnish 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.

**English language skills:** 0-4 admission points for grades 9 to 10 (grading scale 4-10) award applicants 4 points. Grades 7 to 8 award applicants 2 points. For grades 7 or less, applicants receive 0 points. Applicants will be invited to an English language test, which is organized at the college.

**Compulsory age:** 4 admission points (being compulsory age awards applicants 4 points).

**Interview:** 0 – 10 admission points

Applicants will be invited to the interview **based on the sum** of their application admission points, Finnish language skills admission points, English language skills admission points and compulsory age 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** the interview admission points, Finnish language skills admission points, English language skills admission points and compulsory age admission points. If the applicant fails to complete an application that meets all the requirements or does not 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. If you do not receive a confirmation email, please contact the Student Affairs office at [studentaffairs@bc.fi](mailto: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.

Guardian's information

We recommend applicant's guardians to live in Finland, preferably close to the dependant. Applicants must fill out the information on their guardian's place of domicile. This information will be ensured during the interview.

Language skills

Entry requirement for this programme is good written and oral command of English. Please see page 3 for further instructions.

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. 3 for details
- Certificate of Finnish language competence – see p. 4 for details
- Basic education certificate (**if you are still attending compulsory school, please submit an intermediate report card**)

NB. Name all the files accordingly. Files must be in .pdf, .jpg or .jpe 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, March 18<sup>th</sup>2025.** 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 on the orientation day.**

General information for applicants

**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

**Material costs are covered, and meals are provided for Finnish nationals of compulsory education age.**



## Results and appeals

Admission decisions will be announced and written invitations to accepted students mailed on June 12<sup>th</sup>, 2025.

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 video application 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 June 26<sup>th</sup>2025**.

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 in August 6<sup>th</sup>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](http://www.migri.fi))