



INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM

Vocational Qualification in Business and Administration, Customer service and sales

1. PERSONAL INFORMATION

- Please fill in all the information accurately in BLOCK LETTERS.

2. GUARDIAN / NEXT OF KIN

- Please, fill in the information of your parent or other guardian and his/her contact information in case of emergency.

3. EDUCATION

See: General entrance requirement for this programme: Completed basic education (9 years education) i.e. studies equivalent to Finnish basic education.

- Choose accordingly, either a) Finnish or b) foreign school leaving certificate and fill in the required information

A) BASIC EDUCATION COMPLETED IN FINLAND :

- Fill in the information of your school in Finland and the year of graduation
- Fill in the average of all subjects in your school certificate
- Fill in the grades of the following subjects:
 - Mother tongue or first language
 - English or second language (if English is your first language)
 - Mathematics
 - Social studies (yhteiskuntaoppi)
- **Notice:** if you are applying on the basis of the certificate of Preparatory Education for Immigrants for Vocational Training use the following scale:

▪ B2-C1	Excellent
▪ B1.2.	Good
▪ B1.1.-A1	Fair



B) BASIC EDUCATION COMPLETED ABROAD:

- Fill in the information of your school and the year of graduation
- Calculate and fill in the average of all subjects in your school certificate
- Fill in the grades of the following subjects:
 - Mother tongue or first language
 - English or second language (if English is your first language)
 - Mathematics
 - Social studies (or history)

4. **ADDITIONAL INFORMATION**

- Fill in the names of schools and the study field(s), to which you intend to apply in spring 2012, in order of preference,
(i.e. 1. **Tampere College, Business and Administration (en)**, 2. Tampere College, Business and Administration (fi), 3. Upper secondary school of Kaleva etc.)
- Choose the dates for **entrance exams** suitable for you

5. **LANGUAGE SKILLS**

See: The general admission requirement for this programme includes a good command of written and oral English.

- Please, fill in and use the given scale to assess your language skills (speaking, reading and writing).
- Please, choose one languages you would like to learn during your education

6. **IMMIGRATION STATUS**

- A. Please note that if you are a Finnish citizen, you do not need to fill in this section.
- B. In case you do not hold Finnish citizenship, please choose the type of immigration status you have: a) permanent b) terminable.
- C. Please, let us know/ tab "yes", if you need a formal statement from Tampere College in order to apply for a student visa.

7. **STATEMENT AND SIGNATURE**

- Please, write your full name (first name, family name).
- Note that the form as signed by applicant is a legally binding document and that incomplete applications will not be considered.



8. SIGNATURE

- Please, fill in place, date and your full name.
- Applicants under 18 years need also guardian's signature.

9. ATTACHMENT

- Clicking "save" sends the application. After that you can attach a copy of your school certificate. If that is not possible, you can send it by post or email.
- Please, note that all documents **must be translated into English or Finnish** and must be certified to be true and correct copies of the original translations and they must carry personal signatures of two persons who have seen the original documents and translations. All admitted students are required to present the original documents, certificates and references at the very beginning of the first study year.
- Make sure that the **evaluation scale** of your country (used in the school leaving certificate) is enclosed or included in the certificate. Students completing their basic education in spring 2012 must submit copies of their final certificate to Tampere College **by 8.6.2012**.

Email: TAO.SAMMONKATU.NUORISOKOULUTUS@tampere.fi

Postal address: Tampere College
Opintotoimisto / Sammonkatu 45
"Study Business in Finland application"
P.O.Box. 217, 33101 Tampere, FINLAND

10. PARTIAL SUBMISSION

- In case you need to continue filling the form later, you are able to save it by providing your email in the space provided. Fill in your email-address.

11. PROCEED

- Choosing "Save" sends the application.

More information: merja.helin@tampere.fi