

Degree Programme in International Business Management 2012 - 2014

Eligibility requirements

Applicants must fulfill the following eligibility requirements:

- 1. Bachelor or higher degree in Business Administration, Science (Technology), Hospitality Management or equivalent**
 - Only final certificates awarded by a national and regional bodies granting educational certificates will be accepted; temporary ones (e.g. transcripts, statements of results, scratch cards or provisional/temporary certificates etc.) will be disregarded.
- 2. Applicants must have at least three years of work experience in an appropriate field after the final higher education degree was issued.**
 - Work experience is considered from the date when the final higher education degree was issued until 31 July 2012.
 - However, if the applicant has completed – prior to a higher education degree – a former Finnish vocational college diploma, work experience may be considered from the date of issue of such a certificate.
 - Only such work experience will be considered of which a certificate of employment signed by the employer can be provided.
 - Certificates of employment must at minimum contain the exact duration of the work relationship (exact start and end dates) and the work duties.
 - Conscription, non-military service or care leave will not be considered work experience.
 - Only full-time work is considered; part-time work is converted into full-time work so that 150 hours or 20 full-time working days correspond to one month.
 - If the applicant has had two jobs at the same time, only one work certificate will be considered.

Required documents

Applicants must prove their eligibility by submitting copies of the following documents to the Admissions Office **by 10 April 2012 at 3.15 p.m. Finnish time:**

- 1. Higher education degree certificate**
 - Only final certificates awarded by a national and regional bodies granting educational certificates will be accepted; temporary ones (e.g. transcripts, statements of results, scratch cards or provisional/temporary certificates etc.) will be disregarded.
 - In addition, if the applicant has completed – prior to a higher education degree – a former Finnish vocational college diploma, a copy of such a certificate must be submitted.
 - Appendices to higher education degree certificate/transcript of records
 - The appendices/transcript of records must indicate what subjects/studies were included in the degree.
 - If the original certificate is not in English, Finnish or Swedish, the applicant must also submit a copy of it into one of the above three languages. The translations must include the translator's signature and stamp.
- 2. Official certificates of employment**
 - Only such work experience is accepted of which the employer has issued an official certificate of employment.
 - Certificates of employment must detail the work duties and the work relationship's exact start and end dates. If the work relationship still continues, this must be mentioned in the certificate of employment, and the certificate must have been issued within the past 12 months. Contracts of employment are not accepted, because they do not indicate whether the work relationship still continues.
 - In the case of part-time work, the certificate must also detail the working hours, so that the work experience can be converted into full-time work.
 - If the original certificate is not in English, Finnish or Swedish, the applicant must also submit a copy of it into one of the above three languages. The translations must include the translator's signature and stamp.

3. English test certificate (only for non-EU/EEA citizens)

- Applicants, who are not a citizen of an EU/EEA country, must include a [compulsory language skills certificate](#) in his/her application form.

4. Informal Letter of Application

In the Informal Letter of Application applicant should bring out the following points:

- how the studies at this degree programme will improve the applicants' carrier
- how the applicant can improve his/her employer's business
- how Russian trade concerns the applicant's current position or what are the applicant's future plans related to Russian trade
- if the applicant hasn't got an employer in Finland, how he/she has planned to carry out the assignments/project works/thesis, which are considered to develop his/her work community

5. Photocopy

- International applicants: enclose a photocopy of a valid identification document, e.g. passport information page, ID card, etc.

It is not necessary to verify the certificate copies. Please note that certificate copies will not be returned to the applicants.

Submitting the application

The application period is from 5 March to 3 April 2012 at 3.15 pm Finnish time.

The application form is available [here](#) during the application period.

The required documents must be submitted by post, in person or by representative to the Admissions Office by 10 April 2012 at 3.15 p.m. Finnish time. Documents submitted by other means (such as faxed or scanned documents) or documents that arrive late or are that incomplete will be disregarded.

Entrance exam

There will be a pre-selection based on the applicant's formal eligibility and the Informal Letter of Application showing the applicant's general capability to complete the studies within the given time. Applicants passed on the pre-selection will be invited to the entrance exam by an invitation letter.

The entrance exam will be held on Thursday 24 May 2012 in Lappeenranta, Finland. The entrance exam can be done in Lappeenranta only. The exam starts at 10 a.m.

The entrance exam consists of two parts, a written exam and an interview. The maximum points in the entrance exam are 50, (26 points come from the written examination and 24 points from the interview). Applicant must get at least 20 points from each part to be accepted. Applicant's written and oral skills in English language will be tested during the entrance exam.

Saimaa University of Applied Sciences
Admissions Office/Continuing Education
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FI-53850 Lappeenranta