# Instructions for applying at www.yliopistohaku.fi

These instructions show how to apply online. Please remember to read all the instructions on the form and behind the questionmarks.

In this instruction "Anna Applicant" fills in the online application form section 1 to 8. **Note! In this instruction, the application dates, educations on offer and supplementary information are not actual ones.** 

# **Index**

Main page	2
Information and applying	2
Search for education	2
Information and applying	3
Basic information on applying and How to apply online?	3
Search for Education	4
Education basket	5
Fill in the online application form	6
Choosing application form	6
The online application form	7
1/8 Educations	7
2/8 Prioritise Educations	8
3/8 Supplementary information	8
4/8 Eligibility (joint application)	9
4/8 Eligibility (separate admissions)	11
5/8 Personal data	12
6/8 Permissions	13
7/8 Agree and submit	14
8/8 Application form has been submitted	16

# Main page



Click "in English" for the English language version.



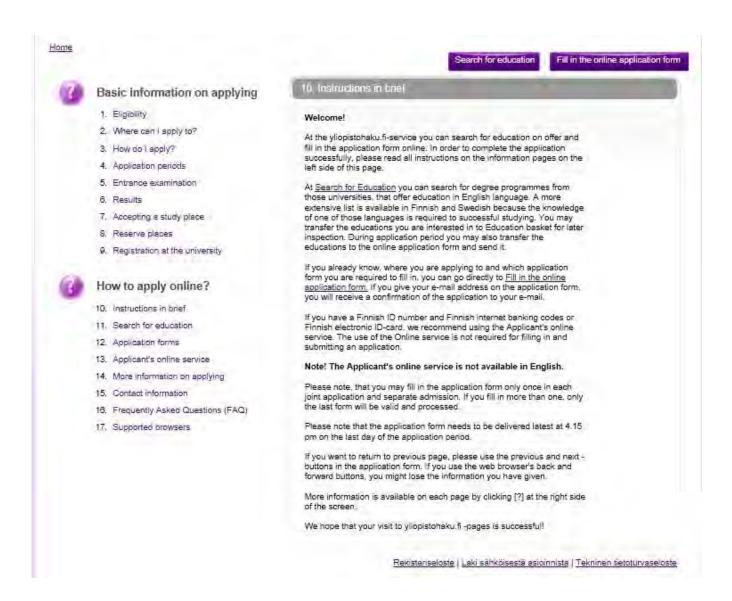
# Information and applying

Read the instructions before you apply. If you know your application option click "Fill in the online application form" at the instructions page.

## Search for education

If you do not know to which educations you are applying, please search for educations first. Note! In the English text version you can search for degree programmes only from those universities that offer education in English language. A more extensive list is available in Finnish and Swedish text versions because the knowledge of one of those languages is required to successful studying.

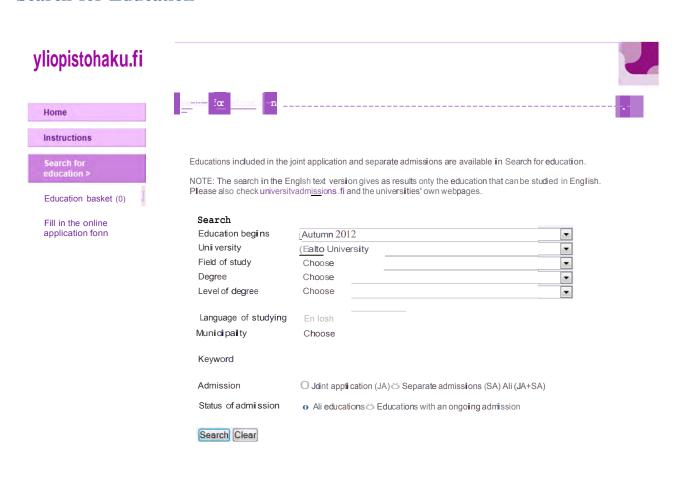
# Information and applying



# Basic information on applying and How to apply online?

Please read the basic information by reading sections 1-17 on the left.

# **Search for Education**

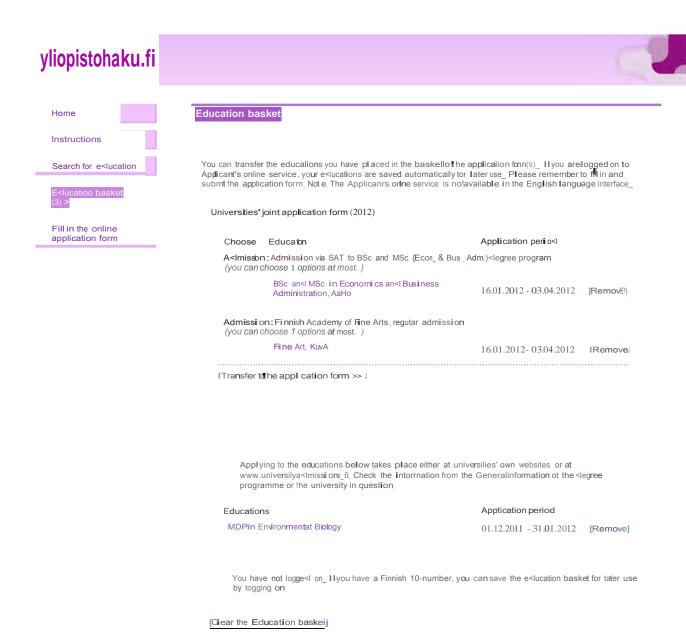


### Search results: ${\tt commence}$ time of education autumn 2012.

	Education f	Admission	JA/SA	Language of studying	Application penod
Place in education baskeij	Accounting, Aalto Umversity	Masters Admission to MSc in Economics and Business Administration	SA	fi en	02012012. 15.022012
!Place in education basket	Bachelors Degree Program in International Business, Mikkeli, Aalto University	Admission to BScBA degree program in Mikkeli	JA	en	05.03.2012 <b>-</b> 03.04.2012
!Place in education basket	BSc andMSci n Econom1cs and Business Administration, Aalto University	Admission via SAT to BSc and MSc (Econ. & Bus. Adm.)degree program	JA	fi en	05.03.2012 <b>-</b> 0304.2012

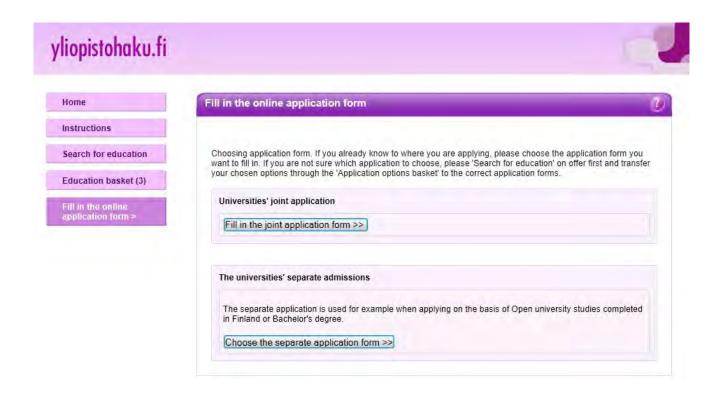
You can search those educations conducted in English that interest you. You can transfer the educations to the education basket. More information is available behind the question mark.

# **Education basket**



You can transfer the educations to the application form\_If the educations are not included in the online application, you will be notified of that

# Fill in the online application form



# **Choosing application form**

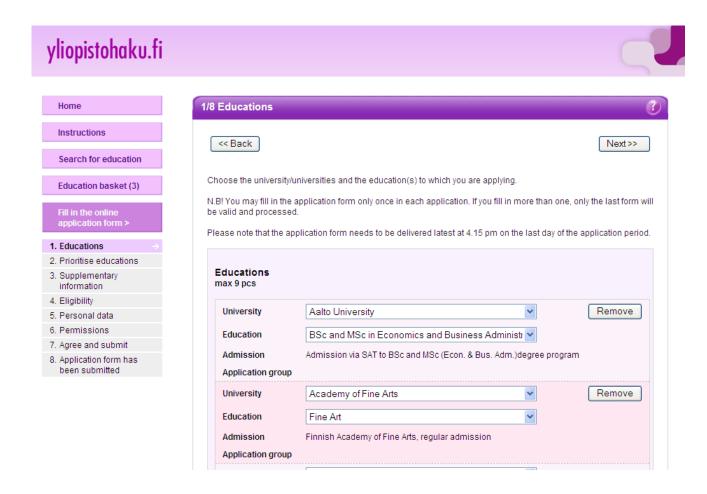
Choose first the correct application form. You can choose the joint application form or separate admissions that are available in this service.

If you are applying in a separate application, please click "Choose the separate application form". The university and the application form is chosen from a drop-down menu on the next page.

If you are not sure which form to choose, search for education first and transfer the educations you have chosen directly to the right forms via Education basket.

# Filling in the online application form: example case Anna Applicant

# 1/8 Educations



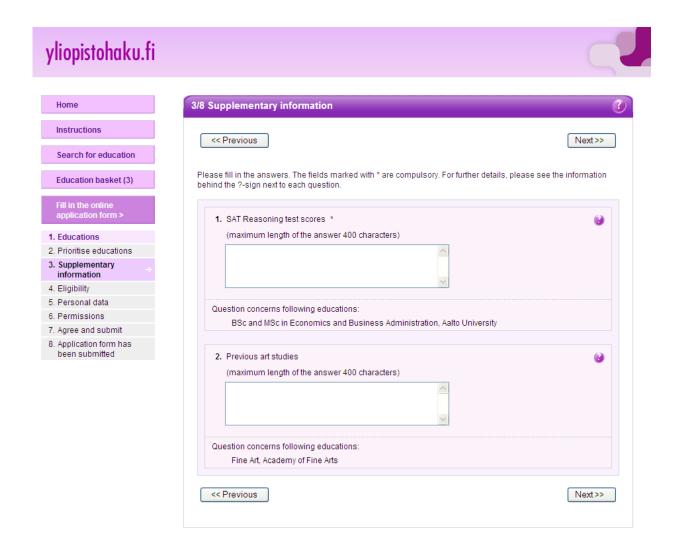
Anna applies to two educations in the joint application and transfers them separately to the application form. Then she moves on by clicking "Next".

## 2/8 Prioritise Educations

The educations Anna has chosen do not have to be prioritised or set in the order of preference. Therefore Anna moves directly to section 3/8 "Supplementary information".

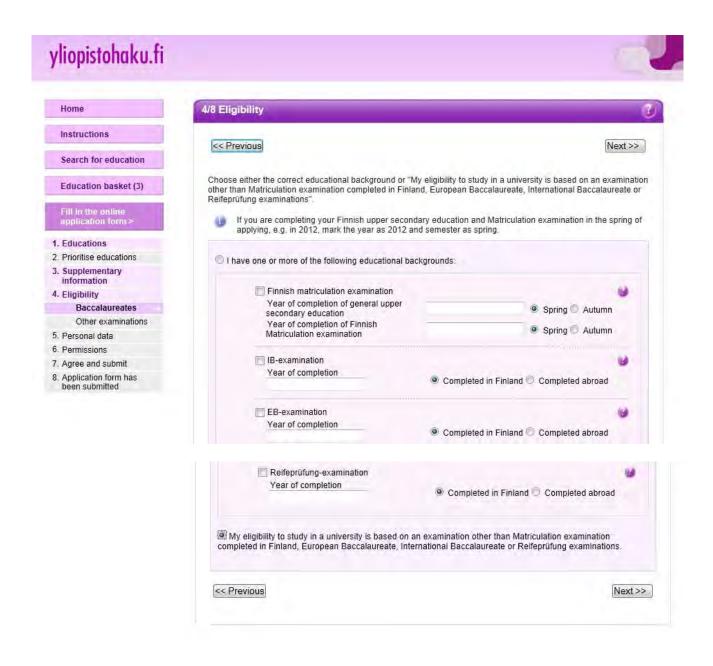
"Prioritise Educations" is available only when educations have to be set in the order of preference.

## 3/8 Supplementary information



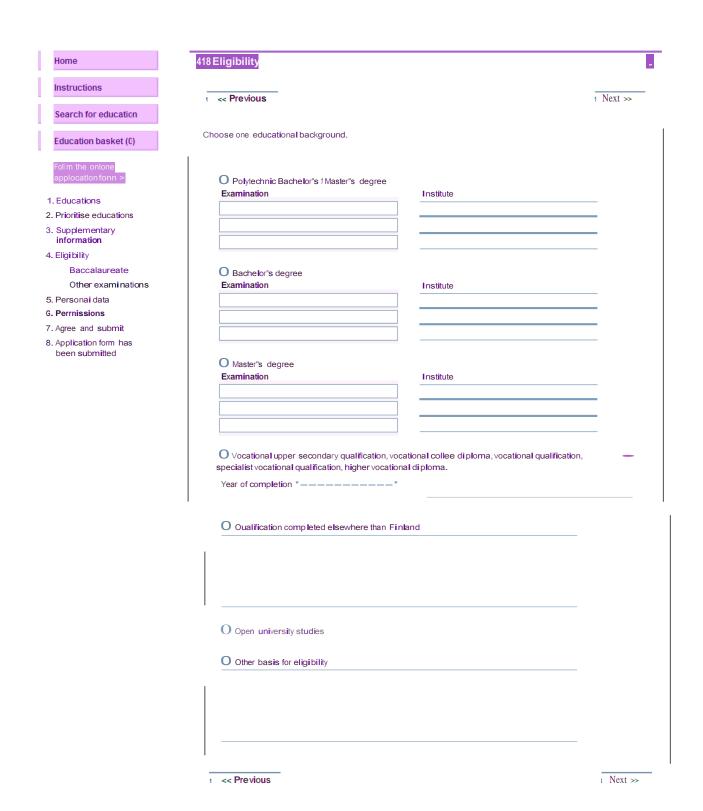
Some educations require supplementary information set by the universities. This page is available only if supplementary questions are required. After answering the questions, Anna moves on by clicking "Next".

## 4/8 Eligibility (joint application)



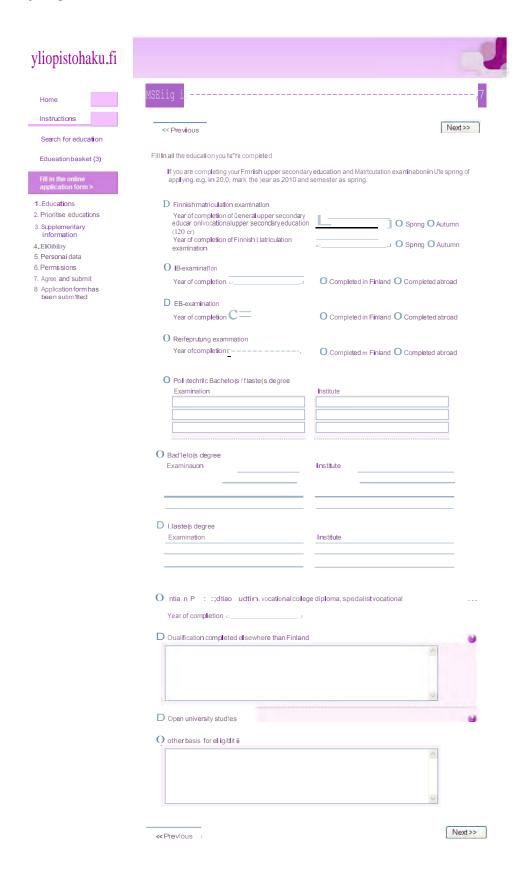
Anna can apply with either Matriculation examination completed in Finland, European Baccalaureate, International Baccalaureate or Reifeprüfung -examinations or an examination that gives her eligibility to study in higher education in the awarding country. If Anna applies with Matriculation examination completed in Finland, European Baccalaureate, International Baccalaureate or Reifeprüfung –examinations, she chooses the correct examination and moves on to page 5/8 "personal details".

If Anna does not apply with Matriculation examination completed in Finland, European Baccalaureate, International Baccalaureate or Reifeprüfung –examinations, she chooses "My eligibility to study in a university is based on examination other than Matriculation examination completed in Finland, European Baccalaureate, International Baccalaureate or Reifeprüfung –examinations".



Anna chooses the correct examination. Applicants who are applying with a foreign qualification, ehoase "Qualification completed elsewhere Ihan Finland." After that Anna clicks "Next" and moves to page 5/8 "Personal details".

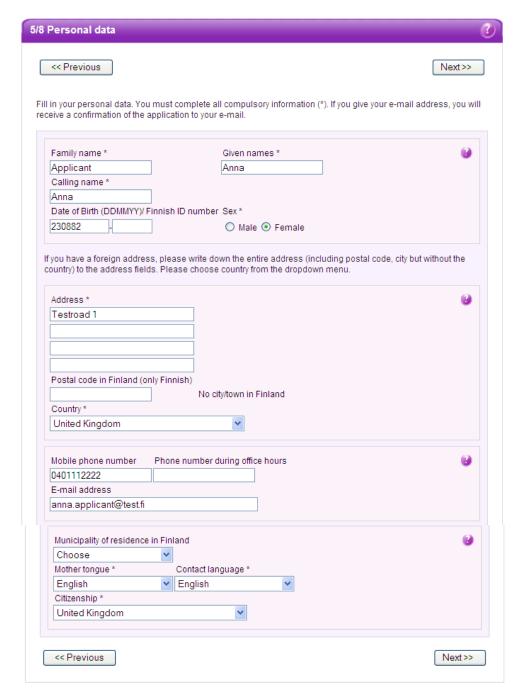
# 4/8 Eligibility (separate admissions)



Anna marks all the educations that give eligibility to study at universities. After Anna has completed all the information, she moves on by clicking "Next".

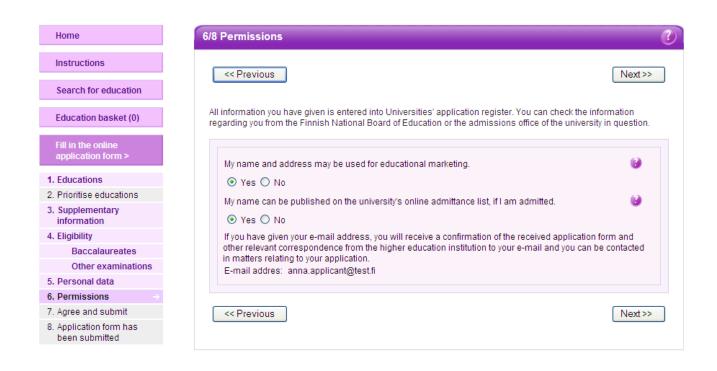
# 5/8 Personal data





Anna fills in all the personal data. Anna gives her e-mail address and thereby receives a confirmation of the application to her e-mail after she has submitted the form.

# 6/8 Permissions



Anna decides that her contact details can be used for educational marketing purposes and her name can be published on the university's website if she is admitted.

# yliopistohaku.fi



#### Home

Instructions

Search for education

Education baskel(3)

- 1. Educations
- 2. Prioritise educaliOns
- 3. Supplementary infonnation
- 4. Eligibility

Baccalaureates
Other examinations

- 5. Personaidala
- 6. Pennissions
- 7. Agree and submit
- 8. Application form has been submitted

### 7/8 Agree and submit



Previous

[Submi Ithe application form!

Your application fonn has not been submitted yet!

The fonn will be submitted aner you have clicked lhe Submillihe fonn button and you will be Iransferred o page 8/8.

Check theinformal ion you have given carefully. Aner you have Checkedlhe informall ion either submill lhe application by dicking lhe Submit he application form -button or re um Idlhe application form and make the necessary

correctii ons. Please no e halonly the las ii form will be valid and processed.

If you have given your e-mail address on the application form, please check I hat you have received the confirmation of the submitted application to your e-mail.

#### Persona i data

Family name Given names Calting name
Applicant Anna Anna Anna
Date of Birth (DDMMYY)/ Finnish tD number Sex

30882 - Femal

Citizenshi p Mother tongue Contact language

Untted Kingdom English English

Municipality of residence in Finland

Address Testroad

Postal code in Finland (only Finnish)

No cityltown in Finland

Country

Untted Kingdom Mobile phone number

0401112222 E-mailaddress anna ap**l**icant@test.fi Phone number during office hours

#### Eligi bility

Qualification completed el sewhere Ihan Finland

Foreign examination

Educations, possible priortising and supplementary infonnation

Admission via SAT to BSc and MSc (Econ. & Bus. Adm.)degree program

BSc and MSc in Economics and Business Administration, Aalto University SAT Reasoning test date and test scores

good scores

I am Finnish Ma iiculalon Examinatii on graduate. IB graduale, EB graduale or RP graduale

Finnish Academy or Fine Arts, regular admission

Fine Art, Finnish Academy or Fine Arts

Previous art studies.

studies

Pennissions

My name and address may be used for educational marketing.

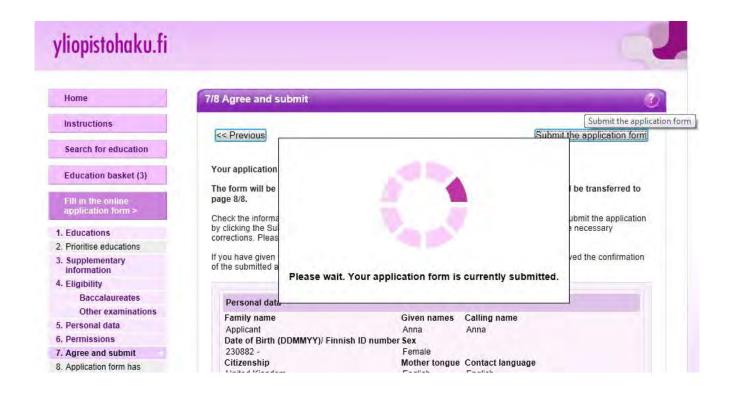
Yes

My name can be published on the university's online admittance list, if 1 am admitted. Yes

≪ PreviousI

ISubmi Ihe application forml

Anna can check and correct all the information she has given. If she needs to change something, she can click "Previous" and alter the information. Anna's information is correct, so she clicks "Submit the application form". When the application form is submitted a window with "Please wait. Your application form is currently submitted" will appear.



When the application form has been submitted successfully the window will disappear and Anna moves automatically to the final page 8/8.

# 8/8 Application form has been submitted

## yliopistohoku.fi



#### Instructions

Search for education

Education basket (1)

- 1. Educations
- 2. Prionttse educations
- 3. SuppHtmentary informabon
- 4 EliOibility

Baccataureates Other examinations

- 5. Persona J data
- 6. PermtSsions
- 7. Aotee and submit
- Application fonn has been submlned

#### 8/8 Application fonnhos beon subm1ttod

Fillin the online app/jution form > Application fom I has been submitte<!

Your application has been submined and received! Confirmation of the application has been senilo your e-mail

#### Appileatien form number::243247

Write down your applicat10n number. Pmt or savea copy for yourself for future reference.

 $ICreate\ the\ epp\&icatJon\ form\ (\mathbf{pdij}Create\ HTML-apptication\ form$ 

#### Attachments demonstrating your eliQi bllity

Al the anachments that prove eligibility are Isled in the Itable below. If you have compitted a FinniSh (Finland) matriculation examination in 1990 o. after, you do not Mive to seM a copy often certificSie, tryou Mive compited your Finnish matriculation examination in 1990 o. after, you do not Mive to seM a copy of the certificate to the addresses menhonedm Attachments demonstrating your etigibity. If you are applitfic with any other qualification e.g. European Baccaliaureate. International Baccaliaureate. International Baccaliaureate is the addresses send a copy of the certification of the addresses Isted in Attachments demonstration of the control qualification of the cont

#### Attachments relating to education options

The table below indudes althe attachments relabing to education options. If you want more informat. Jon on the attachments relation to educat 10n ophons, please contact the admissions seMCes of the university in question. You can check the return dates from the universities in question or in some cases the date is alk'eadyli sted in the table. The contact details to universities' admissions services are available at

Sending instructions: Include the following information to all the attachments: your name, date of birth and Fmnish ID-number (when applicable) and name(s) of the education options to theuniversity in question. Untess the university has requested otherwise, regular photocopies will sumce

#### Pease send or deliver the following attachments by the set date.

### Attachments demonstrating your eligibility (send all attachments to all dresses)

CertifiCabon of quahfication completed e sewtlere than

#### Delivery address

- Aatto University , Admission servbes, Otakaari 7 B Espoo, BOX 13350 00076 AALTO Finland
   F11nish Academy of Fme Arts, Kuvataideakatemia , Kaikukatu 4, 00530 HELSINM, Firifand

### Appendixes relatinu to the education

SAT test score report by June 14 2012 You have to ask the Aalto University, Adm1ssions Servees, Otakaan testing authority to submit your SAT Reasoring Test score 78, Espoo, P.O. Box 13350, 00076 Aatto, report (code 1700) (Aatto, Admissfon via SAT to SSe degree Pforam)

#### Delivery address

Academy of Fane Arts, Master of Fine Arts, regular admission, Check the del Nery dates and exact address and art works. Oates for receiving the art works on the website of the academy www.kuva.fi

Motivation to study at Aatto University School of Economics by April 12, 2012. Biteny (max. one page) explain your 78, Espoo, P.O. Box 13350,00076 Aalto, reasons to appry to this program (Aalto, AdmiSsion 1928 SAT to Fmland BSciMSc degree program)

Oiplomas and transcripts by Ap.\_12.2012. Submit a copy of Aatto University, Admisstons Services, Otakaari at ast of one  $\alpha$  your diplomas and transcripts of the educal Dn received an  $\alpha$  upper primary school. (Aatto, Admission via SAT to B Sc/MSc degree program)

If you want to make changes to your submitted applicat. Ion form, you can do so within the applicat-on pertod by using the 'A+plicants online service' or contacting Finmsh NationalBoard of Education/National applicants service (.io1nt application) or the university in (separate applications). You can only change educations during the application period

If you want to make changes regarding personaidata to your submitted application form, you can do so duran, eithe application perked by using the "Appleanins online service" or contacting Finnish National Board of Education/National applicant's service (JoinlappiiCShon) or the university an (separate appJ1cations)

If you are using a communal computer, please remember to clear the browser's cookies, cache and history after you have ended your session

Please give feedback about the orline applicabon service (www.yhopistohaku.ti). The guestionnajre is open until 12 April 2012

There are remaining educations in the education basket. Please return to the basket,  $\mathbf{f}$  you want to appty to the remaining educations.

jGo to the education b&ske

Now Anna receives the information that her "application has been submitted and received" in the top of the page. This means that her form has been received. If Anna has not completed all the required pages and submitted the form, the application form is not valid. If Anna has not filled in her e-mail address, she can fill it in now. She receives the confirmation to her e-mail.

On the page 8/8 Anna sees all the attachments she is required to send according to the instructions.

At the end Anna clicks "Create application form" and she can save the form to her own files and print a copy of the form. She can also check that she has received the confirmation e-mail.