



Turun yliopisto  
University of Turku

## INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM FOR TSE MASTER'S DEGREE PROGRAMMES FOR APPLICANTS WITH A FINNISH BACHELOR'S DEGREE

Please fill in the application form with clear handwriting, sign it and return it with the required enclosures to TSE, by regular post, before the application deadline 31 January, 2012, at 16.15. Applications that arrive after the deadline will not be processed. Please note that postal stamps are not considered.

Please note that applications sent by e-mail or electronic documents sent as e-mail attachments are not accepted. Note that the documents in your application will not be returned. All copies must be certified. Only complete applications will be processed.

Send the application to:

Turku School of Economics  
Office for Academic and Student  
Affairs/  
Master's Degree Programmes  
20014 University of Turku,  
FINLAND

N.B. This address must be used in all correspondence with TSE that is related to your application.

### 1. PERSONAL DATA

#### 1.1. Family name

Your family name in the form stated in your passport or identity card.

#### 1.2. Given names

Your given name or names in the form stated in your passport or identity card.

#### 1.3. Date of birth

The date of birth (day/month/year). If you have a Finnish identity number, please state it here.

#### 1.5. Present address

This address will be used for correspondence until the date indicated in the *valid until* field.

#### 1.6. Nationality

Your nationality. If you hold more than one citizenship, please state them all. You may underline the citizenship you normally use.

#### 1.7. Native language

Your mother tongue.

#### 1.8. Permanent address

This address will be used for correspondence after the date indicated in the *valid until* field.

## 2. PROGRAMME APPLIED FOR

State the programme you are applying for. If you are eligible and you want to apply for two programmes, you must state their preferred order by numbers (1 = only or the first option, 2 = second option). You may apply for two Master's Degree Programmes in TSE, including the Finnish Master's Degree Programme Kaupan ja palvelujen maisteriohjelman (Master's Degree Programme in Trade and Services). Please note that there is a separate application procedure and form for Kaupan ja palvelujen maisteriohjelman (see [www.tse.utu.fi](http://www.tse.utu.fi)). The chosen order is binding.

If you are applying for Global Information Technology Management programme, you need to also state to which track you are applying for. If you want to apply for both tracks, you need to state the preference order of the tracks. The chosen order is binding. More information on the tracks is available on the programme's web pages.

To find out whether you have the right educational background, please check the specific requirements for each programme!

## 3. EDUCATIONAL BACKGROUND

### 3.1. Secondary school

The full name of the secondary school you attended, its location and address, the years you attended the school, and the name of the certificate received from this school.

### 3.2. Higher education (bachelor or other level)

The full name of the university (or university of applied sciences) you attended, its location and address, the years you attended, date of graduation, and the name of the degree you were awarded.

### 3.3. Others/comments

If you have attended/ are attending other educational institutions, which are relevant for your application (university level), please state them here in the same way as in 3.1–3.2.

## 4. PROFICIENCY IN ENGLISH

### 4.1 Language(s) of your bachelor's degree

The language or languages used in your studies for the university degree.

### 4.2 Test and 4.3 English language proficiency proven in other way

Applicants are expected to have taken one of the following tests:

- TOEFL PBT (Test of English, paper-based). Minimum requirement: 575 points (TOEFL code for TSE is 9881)
- TOEFL iBT (Test of English, Internet-based) Minimum requirement: 92 points (TOEFL code for TSE is 9881)
- CAE/CPE (University of Cambridge Advanced Examination/Proficiency Examination) - - Pass grades A, B or C
- IELTS (International English Language Testing System) Minimum grade 6,5
- The test for the National Certificate of Language Proficiency arranged by the Finnish National Board of Education, Average skill level 5
- Graduate Management Admission Test (GMAT). Minimum requirements: 520 points.
- GRE (Accepted only for Global Information Technology Management programme). Applicant needs to score above the 55% percentile on all sections

The test is not required

- if the candidate holds the required degree in English from one of the EU or EEA Countries, or from Australia, Canada, New Zealand or the U.S.A.

- if the candidate has a minimum grade of cum laude approbatur in English language exam in Finnish matriculation examination. Please attach a certified copy of the certificate in the application. (Accepted only for Global Information Technology Management programme)
- if the candidate is applying based on a Finnish university degree which includes studies in English language with a minimum grade good (3). (Accepted only for Global Information Technology management programme)

**Test scores of TOEFL, IELTS, GMAT and GRE are accepted only if they are received directly from the organisation administering the test. In case of TOEFL, test scores more than two years old are not accepted.**

## 5. MOTIVATION LETTER

Please state in your own words your motivation to study in the programme you are applying for. Please note that each programme has its own requirements for the motivation letter.

## 6. ENCLOSURES

All copies must be certified. Documents will not be returned.

Turku School of Economics maintains the ultimate judgement of the validity of all documents submitted by applicants. However, it is the responsibility of each applicant to ensure that all of the enclosed documents are valid and genuine. In certain cases, the applicant maybe asked to provide more evidence in addition to or in support of the documents submitted earlier. Such evidence must be submitted in the form that is requested, within 14 days of such request.

The following documents must be enclosed with the application:

<p>Bachelor's degree certificate A <i>certified copy</i> of the original certificate.</p> <p>Bachelor's degree transcript of records A <i>certified copy</i> of the original transcript of records.</p> <p>Curriculum vitae Use the form of Europass (<a href="http://europass.cedefop.europa.eu/">http://europass.cedefop.europa.eu/</a>)</p> <p>Motivation Letter Use a separate paper.</p>
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The following document must be sent separately:

<p>Certificate of language test See point 4.2. above.</p>
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## 7. APPLICATIONS TO OTHER UNIVERSITIES IN FINLAND

If you are also applying for admission to other universities in Finland, state the name of the university here.

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If you have further questions about the application form, please do not hesitate to contact us at [admissions@tse.fi](mailto:admissions@tse.fi)