

Application instructions and procedures for studies leading to a Master's degree (Kuopio campus)

APPLICATION DEADLINE

- Deadline for submitting the application is February 1st 2010 at 16.15 GMT+2. The applicant must send the application form and the enclosures by post. The signed paper application form must reach the University of Eastern Finland, Kuopio campus by February 1st 2010 at 16.15 GMT+2. If you are unable to send all the enclosures by the deadline, you may complete the application until February 22nd 2010. Enclosures that have arrived after 22nd February 2010 are not considered.

GENERAL ENTRANCE REQUIREMENTS FOR MASTER'S STUDIES

- Applicant must hold an academic Bachelor's degree from a recognised University in the applicable field.
- Proficiency in English:
 - An original TOEFL -language test report **or** copy of the IELTS test score report
 - Required TOEFL results: at least the following or higher scores: 90 iBT, 237 CBT, 580 PBT **or**
 - Required IELTS test score: at least 6.5 overall score + min. 6.0 in writing
 - The following students are exempt from submitting the official language proficiency test:
 - Finnish applicants
 - Applicants who have completed a Bachelor's degree in English in the EU/EEA countries, the US, Canada, Australia or New Zealand

FINANCIAL INFORMATION

- The University of Eastern Finland does not charge tuition fees but you must be able to cover your living expenses in Finland (minimum of 500 euros per month).
- The University of Eastern Finland does not have any scholarships and cannot offer any financial help to students. Also finding work in Kuopio in order to finance your studies is impossible.

COMPLETING THE APPLICATION

- Complete the application form with a type writer or fill it in electronically and print it out. If that is not possible, use BLOCK LETTERS and write very clearly. Misunderstandings cause delay in processing of the application.
- Remember to fill in all the necessary fields and submit all the required enclosures. Incomplete applications will not be processed.
- Remember to sign the application.
- Please note that the sent enclosures are not returned. If admitted, be prepared to present the original documents upon arrival.

Section 1: PERSONAL DATA

Date of birth

Enter your date of birth in a following format: dd/ mm/ yy (date/month/year). Example: If your date of birth is December 3rd 1984, you should enter it in the following format: 03/12/84.

Sex

Choose the right alternative by ticking the box.

Surname (family name)

Enter your full, legal surname (family name) without abbreviations. Enter it/them as it/they appear(s) on your official documents such as passport. If you have other family names (e.g maiden name), which appear on the documents, mention these names also.

First name(s)

Enter here all your legal first and middle names without abbreviations. Enter them as they appear on your official documents such as passport. Underline the most commonly used first name.

Citizenship

Indicate the country in which you have citizenship. If you have dual citizenship, indicate them both.

First language

Enter the language that you have learnt first.

Street address, postal code, city, country

Enter your full address to which the possible letter of acceptance and the information material can be posted. Should your contact information change, inform the University of Eastern Finland, Kuopio campus about your new address.

Telephone/ mobile phone number (including country code)

Enter your full telephone number including the country and area codes.

E-mail address(es)

Enter your active e-mail address. E-mail is the fastest and most efficient way for us to contact you.

Section 2: ACADEMIC BACKGROUND

Enter all the higher education degrees that you have obtained (degree, name of the awarding institute and country, major subject, dates attended). Remember that in order to apply, you must already have a Bachelor's degree in the relevant field of study. Do **not** give any information about secondary education (e.g. senior high school, upper secondary school etc).

Section 3: PERMISSION TO FORWARD ADDRESS

Please indicate here whether you allow the University of Eastern Finland to give your contact details for the purposes specified in the application form. Contact details are never given out to marketing purposes.

Section 4: GRADUATE STUDIES LEADING TO A MASTER'S DEGREE**Studies in English leading to a Master's degree**

Degree programmes listed in this section are offered in English at the University of Eastern Finland, Kuopio campus. Please indicate the degree programme you are applying to by ticking **ONE** relevant box. You are allowed to apply to two different degree programmes, if you meet the applying criteria. If you apply to two degree programmes, you must submit two complete sets of applications with all required enclosures.

Section 5: ACADEMIC MERITS, RELEVANT WORK EXPERIENCE

Please enter details of academic merits or work experiences which support your application.

Section 6: BACHELOR'S THESIS AND OTHER ORIGINAL SCIENTIFIC PUBLICATIONS

Indicate your scientific publications here, including your Bachelor's Thesis. Other scientific publications (such as articles in refereed scientific journals, edited volumes and conference proceedings, monographs published etc.) in which you have contributed can also be listed.

Section 7: ACADEMIC REFEREE AND VERIFICATION OF THE AUTHENTICITY OF THE BACHELOR'S DEGREE

Please indicate the contact details of one academic referee who can provide us with further information on your academic and personal suitability to pursue Master's studies (names, titles, addresses, phone numbers, fax numbers and email addresses). Fill in the required details concerning the university officer/ unit/ department who can verify the authenticity of your Bachelor's degree.

Section 8: PROFICIENCY IN ENGLISH

Enter the teaching language in the higher education institute(s) from which you have obtained your Bachelor/Master's degree. Official language proficiency test is required from **all** applicants. Only the following applicants are exempt from submitting the official language proficiency test:

- Finnish applicants
- Applicants who have completed the Bachelor's degree in English in the EU/EEA countries, the US, Canada, Australia or New Zealand

Minimum requirements of language proficiency in English:

An original TOEFL -language test report with results at least the following or higher scores: 90 iBT, 237 CBT, 580 PBT **or** copy of IELTS -language test report with scores at least 6.5 overall score + min. 6.0 in writing.

Please provide all the necessary information about your TOEFL or IELTS-test in this section. Enter the required dates in the following format: dd/ mm/ yy (as explained in the section 1). Test scores should be sent to the University of Eastern Finland, Kuopio campus directly by the test providers (ETS or British Council). **The institutional TOEFL code number for the University of Eastern Finland, Kuopio campus (formerly University of Kuopio) is 9779.** This code is needed for sending the test score report directly to us. If your test score report is not sent directly to Kuopio campus from the test centre, please enclose the original TOEFL or copy of IELTS -report in your application. Please note that the details in the copy of IELTS -language test report will be confirmed from the international database.

SECTION 9: FINANCIAL INFORMATION

The University of Eastern Finland does not have any scholarship programmes and cannot offer any financial aid. Therefore you have to arrange funding by yourself. Also finding work in Kuopio in order to finance your studies is impossible.

SECTION 10: OTHER RELEVANT INFORMATION

Enter any relevant information that may support your application.

SECTION 11: ENCLOSURES

The application consists of the **duly completed and signed application form and required enclosures.**

Applicants must send the following enclosures enclosed to their application:

1. Officially certified copy of the original university degree certificate/ diploma (Bachelor's degree)
2. Original (or officially certified copy of) official Transcript of Academic Records
3. Proof of proficiency in English language: Original TOEFL -test report **or** copy of IELTS -test report (if not sent directly from the test centre) except if you are Finnish or you have completed your Bachelor's degree in English in an EU/EEA country, USA, Australia, Canada or New Zealand
4. Curriculum Vitae (CV). Please use the Europass template: <http://europass.cedefop.europa.eu> → Europass CV
5. Letter of Motivation
6. Abstract of your Bachelor's Thesis
7. Photograph

SECTION 13: SIGNATURE

Remember to date and sign the application. Applications that are not duly signed will not be processed.

DEADLINE FOR APPLICATIONS: February 1st 2010

<p>Send your application to: University of Eastern Finland, Kuopio campus, International Student Services P.O. Box 1627 FI-70211 Kuopio, FINLAND</p>

Application form (Kuopio campus)

Studies leading to a Master's degree

Period of study: 2010-2012

Please fill out the form electronically or type.
Application deadline is 1st February 2010



Please attach
a photo

1. PERSONAL DATA

Date of birth (dd/mm/yy) / /		Sex Female Male	
Surname (family name)		First name (s)	
Citizenship		First language	
Street address			
Postal code	City	Country	
Telephone/ mobile phone number (including country code) +			
E-mail address(es)			

2. ACADEMIC BACKGROUND

Higher education degrees obtained	Name of the awarding university, country	Major subject	Starting date	Date when the degree awarded

3. PERMISSION TO FORWARD ADDRESS

Do you give the University of Eastern Finland the right to give out your address to officials, associations, funds or organisations connected to promotion of studies or improving of conditions to pursue studies?

Yes, I do

No, I do not

4. GRADUATE STUDIES LEADING TO A MASTER'S DEGREE

If you have already completed a University-level Bachelor's degree you can apply for graduate studies leading to a Master's degree. Master's degrees are offered in Finnish and in English. The main language of instruction at the University of Eastern Finland, Kuopio campus is Finnish. Therefore most of the degrees are available in Finnish only.

Studies leading to a Master's degree in Finnish: For further information about degree programmes in Finnish, please see <http://www.uef.fi/hae>

In order to apply for Master's programmes in Finnish, you should have an excellent command of Finnish language. Language proficiency must be demonstrated by successfully passing level 4 of the National Certificate of Language Proficiency (yleinen kielitutkinto).

In some cases sufficient Finnish language proficiency can be demonstrated in some other way (e.g. if the applicant has completed a degree in Finnish in a Finnish educational institution). Please note that it is not possible to study Finnish at the University of Eastern Finland, Kuopio campus before starting your studies here.

Studies leading to a Master's degree in English: You can apply to a degree programme in English by using this application form.

STUDIES IN ENGLISH LEADING TO A MASTER'S DEGREE

The University of Eastern Finland, Kuopio campus

Students who have already obtained a **Bachelor's degree from a University** may apply for studies leading to a Master's degree. The Bachelor's **degree must be in the same or relevant field as the Master's studies applied for**. It is not possible to switch to a completely new area of study between Bachelor's and Master's degree.

Degree programmes listed in this section are offered in English. Please indicate the degree programme you are applying to by ticking **ONE** relevant box. Applicants may apply to two Master's degree programmes, if you meet the applying criteria. In this case the applicant must send two complete sets of applications with all the required enclosures.

Faculty of Health Sciences

Master's Degree Programme in General Toxicology and Environmental Health Risk Assessment (ToxEn), specialisation in General Toxicology → please see <http://www.uku.fi/toxen>

Master's Degree Programme in Public Health (MPH) → please see www.publichealtheducationkuopio.info

Master's Degree Programme (CBU) in Public Health → please see www.publichealtheducationkuopio.info

Master of Public Health Nutrition (MPHN) → please see www.publichealtheducationkuopio.info

Faculty of Science and Forestry

Master's Degree Programme in Atmospheric –Biosphere Studies (ABS)
→ please see <http://www.uku.fi/abs>

Master's Degree Program in General Toxicology and Environmental Health Risk Assessment (ToxEn), specialisation in Environmental Health → please see <http://www.uku.fi/toxen>

Master's Degree Program in Scientific Computing (SCICOM)
→ please see <http://physics.uku.fi/mscprograms/scicom.shtml>

Master's Degree Program in Medical Physics and Engineering (MPHYSENG)
→ please see <http://physics.uku.fi/mscprograms/medphyseng.shtml>

Faculty of Social Sciences and Business

Master's degree in Social Work, specialisation in International Social Work
→ please see <http://www.uku.fi/intl/english/prospective/studies/social.shtml>

5. ACADEMIC MERITS, RELEVANT WORK EXPERIENCE

Institution / Organisation / Enterprise	Type of merit, position and brief description of the duties	Received / dates of employment

6. BACHELOR'S THESIS AND OTHER ORIGINAL SCIENTIFIC PUBLICATIONS (such as articles in refereed scientific journals, edited volumes and conference proceedings, monographs published etc. in which you have contributed)

Title of Bachelor's Thesis (Enclose the abstract of the Thesis.)	Place and date of publication
Other original scientific publications	Places and dates of publication

7. ACADEMIC REFEREE AND VERIFICATION OF AUTHENTICITY OF THE BACHELOR'S DEGREE

Academic referee	Verification of the authenticity of the Bachelor's degree
Name	Name of the University
Title	Name of the department / officer /unit responsible for verification of the degrees
Institution employed at	Name of the person responsible for verification of the degrees
Address	Email address of the unit
Telephone number (including country code) +	Fax number of the unit
Email address(es)	Official website of the University

8. PROFICIENCY IN ENGLISH

Language of instruction of the completed Bachelor's degree	
English language proficiency is demonstrated by: TOEFL IELTS I'm exempt from submitting an official language test because: I'm Finnish I have completed my Bachelor's degree in English in an EU/EEA country, USA, Australia, Canada or New Zealand	TOEFL / IELTS test score received
Date when TOEFL / IELTS test was/will be taken (dd/mm/yy) / /	Place where TOEFL / IELTS test was/will be taken (city, country)

9. FINANCIAL INFORMATION

According to Finnish immigration regulations student must be able to prove that he/she has sufficient funds to cover his/her living expenses in Finland (a minimum of EUR 500 per month. Further information: www.uvi.fi. University of Kuopio does not have any scholarship programme. Also finding work in Kuopio in order to finance your studies is impossible.

How do you plan to finance your studies and living in Finland?

Personal or family funds
Sponsor/ funding body
Scholarship/ study grant
Other, please specify

10. OTHER RELEVANT INFORMATION

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11. ENCLOSURES

Please make sure that the following obligatory enclosures are enclosed:

Officially certified copy of your original University degree certificate/ diploma (Bachelor's degree)
Original (or officially certified copy of) official Transcript of the Academic Records

Proof of proficiency in English language: Original TOEFL -test report **or** copy of IELTS -test report (if not sent directly from the test centre) **except** if you are Finnish or you have completed your Bachelor's degree in English in an EU/EEA country, USA, Australia, Canada or New Zealand

Curriculum Vitae (CV). Please use the Europass template: <http://europass.cedefop.europa.eu> → Europass CV

Letter of Motivation
Abstract of Bachelor's Thesis
Photograph

12. SIGNATURE

Application is not processed without your signature.

I have carefully read the instructions for completing the application form and provided information to best of my knowledge. I hereby certify that the information given by me in this application is to best of my knowledge completed and accurate. I understand that discovery of any form of fraudulent information or misleading statement used to gain admission to the University of Eastern Finland, Kuopio campus will result in immediate withdrawal of a study place.

Place and date
Signature



Letter of Motivation

An enclosure for the application form for studies leading to a Master's degree.
Period of study: 2010-2012

Surname (family name)	First name (s)
Name of the degree programme(s) applied for	

Present your reasons for wanting to pursue studies at the University of Eastern Finland in a clear and thoughtfully prepared short essay (about 500 words). In this essay tell us about your academic strengths, interests and achievements, as well as career goals. Letter of Motivation has to be type written and enclosed in your application.



Abstract of your Bachelor's Thesis

An enclosure for the application form for studies leading to a Master's degree.

Period of study: 2010-2012

Surname (family name)	First name (s)
Name of the degree programme(s) applied for	
Title of your Bachelor's Thesis	

Write here an abstract of your Bachelor's Thesis. Introduce your research shortly by explaining the aims, methods, content, and results of your thesis with about 200 words. The abstract has to be type written and enclosed in your application.