

Adding places of completion

Choose a type: College, Work Experience or Other (e.g. leisure-related activities).

In the add place of completion pane attachments can be e.g., pdf or image files.

College

In the "Place of performance" field, select a suitable institution (e.g., Polytechnics). If you cannot find a location in the drop-down menu, tick the box "Location not found in the menu" and enter the name in the fields in both Finnish and English. Be meticulous with spelling of the English name (e.g., Nouns and adverbs are written with capital first letters and grammatical auxiliary words (articles, e.g., the, conjunctions and prepositions) with small letters).

In the "Name of the study" field you enter e.g., the name of your study, Open University Studies, Higher Education Studies, Degree Program. For the handler you can write, in the "Description" field, useful information about your completed studies.

Write down as accurately as possible your own assessment of your competence in relation to the competence goals of your degree in the "The competences acquired compared to the competence goals" field for the handler to have sufficient information to make a decision. It simplifies the process, and no additions are needed.

Add a copy of a certificate or transcript of records as an attachment with the "Choose Files" button. If you're a transfer student, a student with a separate right to study, a student with completed open UAS studies or you have a degree and you apply for accreditation of studies, you can include in your application a document based on the conversation with your tutor, which lists your studies you want to apply for accreditation. If you have been in an international student exchange, attach the Learning Agreement and Transcript of Records as attachments.

You can verify your studies (e.g., CampusOnline studies) from My Studyinfo: <https://opintopolku.fi/oma-opintopolku/>. Create in My Studyinfo a shared link for your desired studies and save the link to a file. Attach the file to your application.

An application cannot be sent without an attachment.

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A single attachment has a maximum size of 64 MB. You can verify your studies (e.g. CampusOnline studies) from Koski: <https://koski.opintopolku.fi/koski/>. There is only Finnish user interface in Koski. Make in Koski a shared link for your desired studies and save the link to a file. Attach the file to your application.

An application can not be sent without an attachment.

Work experience/Other

Choose from the "Organization type" field "Outside of formal education". Tick the "The employer/other cannot be found in the menu" and enter then name in both Finnish and English in the fields below. Be meticulous with spelling of the English name (e.g., Nouns and adverbs are written with capital first letters and grammatical auxiliary words (articles, e.g., the, conjunctions and prepositions) with small letters).

In "Job title / Other" field, write your job title or skills, e.g., management skills in both Finnish and English, so be meticulous in spelling it.

In the "Description" field, you can write useful information about your work or hobby activities for the handler.

The screenshot shows the 'Modify place of performance' form with the 'Type' set to 'Educational institute'. The 'Organization type' is 'Universities of Applied Sciences' and the 'Place of performance' is 'Kajaani University of Applied Sciences'. The 'Name of the study' is 'Degree Programme in Nursing and Health Care'. The 'Description' field contains text about the aim of the Degree Programme in Nursing. The 'The competences acquired compared to the competence goals' field is empty. The 'Attachments' section shows a file named 'Degree Certificate.docx' with a 'Choose files' button and 'Save' and 'Cancel' buttons at the bottom.

Figure 1: College

The screenshot shows the 'Modify place of performance' form with the 'Type' set to 'Work experience'. The 'Organization type' is 'No choice' and the 'Employer / other' is 'No choice'. The 'Name of the employer' field has two sub-fields: 'In Finnish' (Oulun kaupunki) and 'In English' (City of Oulu). The 'Job title / other field' is 'Harjoittelija / Trainee'. The 'Description' field is empty. The 'The competences acquired compared to the competence goals' field is empty. The 'Attachments' section shows a note about the maximum size of 64 MB and a 'Choose files' button. The 'Save' and 'Cancel' buttons are at the bottom.

Figure 2: Work experience/Other

Write down as accurately as possible in the "The competences acquired compared to the competence goals" field for the handler to have sufficient information to make a decision. It simplifies the process, and no additions are needed.

You can add a work certificate for example with the "Choose files" button.