



## CITY OF HELSINKI

Education Division  
Basic Education

### CONTINUOUS ADMISSION TO BASIC EDUCATION IN ENGLISH

Use this form to apply to basic education in English if a pupil moves to Helsinki during basic education.

#### ADMISSION CRITERIA

The Finnish sub-committee of the Education Committee has decided on October 26, 2021 about the following criteria for admission into basic education in English during basic education: If a pupil has earlier studied in English-language education and moves to Helsinki during basic education, the pupil can be admitted into English-language education at the closest appropriate school offering this form of education if the school has vacancies and if the following criteria are met:

- The pupil has to have a genuine need for a school place in Helsinki, i.e. the pupil is not already admitted to a school in Helsinki and
- the pupil has studied in English-language education comparable to Finnish basic education abroad, or in English-language basic education elsewhere in Finland and
- the pupil demonstrates adequate English language skills in an aptitude test.

If the aforementioned criteria are not met, the pupil cannot be admitted into English-language basic education during basic education.

The pupil's home address must be in Helsinki both when making the admission decision and during the entire school time. This will be checked in the population data system. If the pupil moves to another city, they are allowed to study in English-language education in Helsinki until the end of the semester. After this, they will lose their school place.

All guardians of the applicant must consent to applying.

Fill in and print out the application form. Attach a copy of the applicant's latest report card to the application. Mail the application and the attachment(s) to **Kasvatuksen ja koulutuksen toimiala, englanninkielinen/kaksikielinen opetus, PL 51300 Töysänkatu 2D, 00510 Helsinki**. You can also leave the application and the attachment(s) in a closed envelope in the mailbox next to the main entrance, or leave it at the reception during office hours. You can also apply by submitting an electronic application at <https://lomake.hel.fi/continuous-admission>. Submitting the form requires strong authentication with online banking credentials, a mobile certificate or a certificate card. Education Division's Education Coordinator will contact you within two weeks of the arrival of the application. During school holidays, the contact period may be longer than two weeks.

You can also send the application form by secure mail:

1. Go to <https://securemail.hel.fi/> to send a secure email
2. Add your email address in Lähettäjä (Sender) field and click Jatka (Continue).
3. On the next page, click Tunnistaudu (Identification) to proceed to verify your identity with Finnish online banking credentials, Mobile ID or ID card with a chip. After you have verified your identity successfully, you will reach the page Uusi viesti (New message).
4. In Vastaanottaja (Recipient) field, type in the email address **soveltuvuuskokeet@hel.fi**.
5. In Aihe (Subject) field, type in a subject '**Continuous admission**'. You can write a short message in the Viesti field (Message) if you want.
6. At the bottom of the page, click Valitse tiedostot (Choose files) to attach the application form and required attachments from your device.
7. Attach the application form and the attachments by clicking Liitä (Attach).
8. Send the secure email by clicking Lähetä (Send).
9. Your message has been sent successfully when you see Vahvistus (Confirmation) page with a note Viestin lähetys onnistui (Message sent successfully). ) To save the sent secure email on your device, click Tallenna (Save).

Learn more about admission to basic education in English at <https://www.hel.fi/helsinki/en/childhoodand-education/comprehensive/what-how/basic-education-in-different-languages/admissions>

## APPLICATION

- The pupil does not have a school place at any school in Helsinki yet.
- The pupil has studied in English-language education comparable to Finnish basic education abroad, or in English-language basic education elsewhere in Finland.
- A copy of the pupil's latest report card is attached in the application.

Pupil lives in Helsinki

- Yes
- No, enter the date on which the child moves to Helsinki: \_\_\_\_\_

Name of the pupil's previous school
Contact information of the pupil's previous school

## APPLICANT INFORMATION

Last name and first names	Personal identity code
Home address	Postal code and area

## GUARDIAN INFORMATION

Last name and first names	Phone number
Home address	Postal code and area
Email address	
Last name and first names	Phone number
Home address	Postal code and area
Email address	

## SIGNATURES

Date	Guardian's signature and name in block letters
Date	Guardian's signature and name in block letters

By signing this application form, I/we confirm that all guardians of the applicant consent to submitting the information given.