

Filled in by school:

date of receipt: ____ / ____ 20____

APPLICATION FOR ENROLMENT AS A NON-ATTENDING STUDENT IN THE FIRST YEAR OF STUDY
PERSONAL DETAILS

Name	Studentnumber/date of birth
Street address	Telephone number
Postal code and city	E-mail address

Aalto School you have been admitted

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REASON FOR NON-ATTENDANCE (check the appropriate option)

<input type="checkbox"/> I am performing service under the Conscription Act (Asevelvollisuuslaki 1438/2007), the Non-Military Service Act (S1446/2007), or the Act on Women's Voluntary Military Service (194/1995); please note that military service being performed in other countries than Finland is not an acceptable reason for enrolment as a non-attending student <input type="checkbox"/> I am on maternity, paternity or parental leave <input type="checkbox"/> I am unable to start my studies due to personal illness or injury
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DURATION OF NON-ATTENDANCE

<input type="checkbox"/> Autumn term _____ <input type="checkbox"/> Spring term _____ <input type="checkbox"/> Whole academic year _____ - _____
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CERTIFICATE APPENDED (original or copy)

<input type="checkbox"/> Induction order <input type="checkbox"/> Kela's certificate of maternity, paternity or parental allowance or medical certificate of pregnancy <input type="checkbox"/> Kela decision granting Sickness Allowance <input type="checkbox"/> Medical certificate certifying the inability to start studies due to personal illness or injury in the academic year 20__ – 20__ .
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Impact of enrolment as a non-attending student or of failure to enrol on the duration of studies

Under the Universities Act (Yliopistolaki 558/2009) Section 40, the normative duration of studies for the bachelor's degree is 3 years and that for the master's degree 2 years. Under Section 41 of the Universities Act, students have the right to complete the degree in a time exceeding the aggregate normative duration of studies by a maximum of two years.

The duration of studies does not include time spent performing military service under the Conscription Act (Asevelvollisuuslaki 1438/2007), the Non-Military Service Act (Siviilipalveluslaki 1446/2007) or the Act on Voluntary Military Service for Women (Laki naisten vapaaehtoisesta asepalveluksesta 194/1995), or on maternity, paternity or parental leave.

In addition, the duration of studies does not include absences of a maximum of two academic terms after the first year of study for which the student has enrolled herself or himself as a non-attending student for permissible reasons.

If you are unable to start your studies in the first academic year due to personal illness or injury, you may enrol as a non-attending student for a maximum of two terms without the terms being counted towards your duration of studies.

Please also note that if you fail to enrol as either an attending or non-attending student, the period of non-enrolment will count towards your duration of studies although you do not have a right to study.

Other information:

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SIGNATURE OF STUDENT

Date	Signature
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For additional information, contact the [service desk](#) of your school.

Instructions for enrolling as a non-attending student in the first year of study

1. Once you have accepted an offer of admission you can enrol as a non-attending student in the first academic year only on the grounds defined in the Universities Act (Yliopistolaki 558/2009), i.e. if you are:

performing service under the Conscription Act (Asevelvollisuuslaki 1438/2007), the Non-Military Service Act (Siviilipalveluslaki 1446/2007) or the Act on Voluntary Military Service for Women (Laki naisten vapaaehtoisesta asepalveluksesta 194/1995). Please note that military service being performed in other countries than Finland is not an acceptable reason for enrolment as a non-attending student; on maternity,

paternity or parental leave; or

unable to start your studies due to personal illness or injury.

2. You can enrol by submitting your application and certificate for the reason of non-attendance to the service desk of your school.

See the contact details of your school at: <https://into.aalto.fi/display/en/Contact+information>

3. Enrollment ends annually in the beginning of September. Please check the last date from your school's student services or from Aalto First Year Experience (AFYE) website. In order to ensure sufficient time for processing your application the application form attached with documentation should, however, be delivered as soon as possible and no later than one month before the end of enrollment period.
4. You can send your application by mail or deliver it in person. If you are going to perform military or non-military service, you can submit your application and appendices also as an e-mail attachment.
5. If your application is approved, you will be enrolled as a non-attending student for the whole academic year. To check the status of your application, contact the service desk of your school. If your application to enrol as a non-attending student is rejected, you will be informed of the decision and receive instructions on enrolment as an attending student.

You can enrol as an attending student in the Oili service, where you can also pay the student union membership fee. If you do not have access to the Oili service, you can enrol at the service desk of your school, where you will be required to present a receipt of your payment of the student union membership fee. For detailed instructions on the payment, go to the Into site of your school.

6. If you fail to enrol either as an attending or non-attending student as instructed within the enrolment period decided each year by the university, you will forfeit your right to study. In such cases, contact your school service desk to apply for readmission. In accordance with the Section 43 of the Universities Act (Yliopistolaki 558/2009), students who do not enrol in a manner decreed by the university shall forfeit their right to study.
7. If the period of non-enrolment has been longer than one academic year, a student applying for readmission may be required to present a goal-oriented and feasible plan for the completion of your studies within a reasonable time. If readmission is granted, a decreed re-registration fee of 35 euros will be charged for processing the application (Government decree on fees charged for university operations, Valtioneuvoston asetus yliopistojen toiminnassa perittävistä maksuista 1082/2009).
8. If you already have a right to study at Aalto University but wish to accept a new offer of admission to education leading to either a bachelor's or master's degree, you have to enrol as an attending student unless you have a reason permissible by law (see Item 1 above) to enrol as a non-attending student. If you have already enrolled as a non-attending student for the studies covered by your old right to study and you enrol as an attending student for your new studies, your status will be changed to attending student also for the purposes of the old right to study.