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Learning Services
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sanni.valkeapaa@aalto.fi
tel. +358 50 4339710
room Y336, Otakaari 1, PO Box 11100
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Planning Officer
Jaakko Kölhi
jaakko.kolhi@aalto.fi
tel. +358 50 441 4038
Otakaari 4
P.O. Box 14100 00076 Aalto
Book an appointment

Student advisors

School of Engineering Student Advisors
Email: advisors-eng@aalto.fi
Postal address: ENG Study guidance, K103, PB 14100, 02150 Espoo.
You can also find the Student Advisors on Facebook: "Aalto ENG Opintoneuvola". Go ahead and like us!

Reception
room K103, Otakaari 4. Phone number during office hours +358 50 406 4409 also Whatssapp and Telegram

Reception hours (In Finnish)

International Study Advisor
international-advisor-eng@aalto.fi

Reception hours:
International study advisor is not available during the summer, starting from May 28 till September 1.
Please contact niina.huovinen@aalto.fi for outbound exchange matters or exchanges-eng@aalto.fi for inbound exchange matters.

Reception hours (In Finnish)

Practical Training Advisor
Ville Tevajärvi, ville.tevajarvi@aalto.fi
K103, Otakaari 4, PB14100
E-mail: advisors-eng@aalto.fi

Reception: Room K103, Otakaari 4, PB14100
Reception hours (In Finnish)

Full contact information of the Learning Services at the School of Engineering

Student Service Desk, Aalto University School of Engineering (ENG)
At the Student Service Desk

- You can get student certificates and transcripts of records at the Desk.
- You may enroll for the academic year (primarily through WebOodi, please see instructions).
- You can make changes to your name and address in the student register (primary address can also be changed using WebOodi).
- Registration of students and issues related to study rights, inc. non-degree students, are handled.
- You can register to graduation ceremony or pick up your degree certificate after graduation.

Visiting address: Otakaari 4, K1 building, room 102, Espoo/Otaniemi.
Postal address: Learning Services, P.O.Box 14100, 00076 Aalto, Finland.
E-mail: studies-eng@aalto.fi
Telephone: +358 50 347 8230

Aalto University’s shared helpdesk: studentservices@aalto.fi

Open on Tuesdays and Thursdays 12 p.m. – 2 p.m. (also upon agreement).

Mail for Learning Services can be dropped at the mailbox outside of the glass doors of the Learning Services hallway in Otakaari 4.

Please, give feedback to improve the Student Service Desk: http://www.webropolsurveys.com/S/F14B740EDA1A741B.par

Starting Point

Please note also that Aalto University’s joint Starting Point will serve you in Otakaari 1, Undergraduate Centre, room Y199. See opening hours.

- Certificates of student status and attendance
- Official transcript of records (you can also get an official digitally-signed transcript of records via WebOodi)
- Annual enrolment for the academic year (primarily done online via WebOodi)
- Changes of name and address for the student register

Master’s Programmes

Energy Technology (EEN), Mechanical Engineering (MEC), Advanced Energy Solutions (AAE, ENG’s majors)

<table>
<thead>
<tr>
<th>Jaakko Kölhi, Planning Officer</th>
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<td>admissions</td>
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<td>curriculum planning</td>
<td>applications for credit transfers</td>
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<tr>
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<td>governing with a Bachelor of Science</td>
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| secretary for Degree Programme Committee

<table>
<thead>
<tr>
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<td>grouping the studies</td>
<td>personal study plans (AEE, EEN)</td>
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Starting Point

Appendix
**Geoinformatics (GIS), Real Estate Economics (REC), Spatial Planning and Transportation Engineering (SPT), Creative Sustainability in Real Estate and Water Management (CS in RE&WM), Water and Environmental Engineering (WAT), Urban Studies and Planning in Real Estate Economics (USP in REE)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Specialization</th>
<th>Advice/Support</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Päivi Kauppinen            | Planning Officer               | GIS, REC, SPT, CS in RE&WM, WAT, USP in REE         | guidance for students, admissions, personal study plans, applications for credit transfers, applications for study right extentions, curriculum planning | room 104b, Otakaari 4, PO Box 14100 tel. +358 50 5987232  
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  harri.langstedt@aalto.fi  
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| Jaakko Kölhi               | Planning Officer               | CIV, GEO                                            | guidance for students, admissions, curriculum planning, applications for credit transfers, applications for study right extentions | room 104b, Otakaari 4, PO Box 14100 tel. +358 50 4414038  
  jaakko.kolhi@aalto.fi  
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<table>
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