

Contact

Programme director
Professor Sven Bossuyt
sven.bossuyt@aalto.fi

Programme vice director
Professor Heikki Remes
heikki.remes@aalto.fi

Learning Services

Planning Officer
Mari Rummukainen
mari.j.rummukainen@aalto.fi
tel +358 50 441 4038
Otakaari 4
Book an appointment by email or by Vihta

Coordinator
Helena Suonsilta
helena.suonsilta@aalto.fi
tel. +358 50 3089633
Otakaari 4, room 104b
[Book an appointment](#)

General information: masters-eng@aalto.fi

With questions regarding **admission to the programme**,
please contact Aalto University Admission Services: admissions@aalto.fi

At the Student Service Desk

- you can get student certificates and transcripts of records are issued (you can get an official digitally-signed transcript of records via WebOodi).
- 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 noon – 2 p.m. (also upon agreement)

Exceptions in opening hours:

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Mail for Learning Services can be dropped at the mail box 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

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 Whatsapp and Telegram

[Reception hours](#) (In Finnish)