

# Contact

## Program Director

Professor Wojciech Solowski  
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## Learning Services

Planning Officer

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Otakaari 4

Book an appointment by email or by Vihta

Coordinator

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Otakaari 4

[Book an appointment](#)

**General information:** [masters-eng@aalto.fi](mailto:masters-eng@aalto.fi)

With questions regarding **admission to the programme**,  
please contact Aalto University Admission Services: [admissions@aalto.fi](mailto: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](mailto:studies-eng@aalto.fi)

**Telephone:** +358 50 347 8230

Aalto University's shared helpdesk: [studentservices@aalto.fi](mailto: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](mailto: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)