

# After admission to Master's studies

Suomeksi | På svenska



## Checklist for new Master students

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Accept your offer of admission and enrol as an attending student as soon as possible after receiving notification of your admission. Also submit an application for residence permit and student housing right away. Getting the process started as early as possible helps you avoid peak application times and long waits.

## 1. Accept Your Admission Offer by 31 May 2019 (3:00 pm, GMT +3)

The admission decisions are released on 27 March 2019. Once the results are released, an email notification will be sent to the applicants and the admission decisions will be available in the application system. Successful applicants will also receive a formal Letter of Admission by email. Please read and follow the instructions carefully.

If you have a Finnish personal identity code (henkilötunnus) and Finnish online banking user ID, you can accept the study place in the [Studyinfo.fi](#) portal by logging into My Studyinfo service. Please follow the instructions in the Studyinfo portal on how to accept the admission offer. In case you do not have a Finnish personal identity code, you will receive an email from the Studyinfo portal with instructions on how to accept the study place. The email includes a personal link to a web page where you can accept the study place.

If you have any problems with accepting the study place online, please contact the Learning Services of your Aalto School (you can find the contact information in the cover letter of your admission email).

Accept your admission offer as soon as possible after receiving notification of your admission. The deadline for accepting the admission offer is **31 May 2019 (3:00 pm, GMT +3)**. If you miss the deadline, the admission offer will be cancelled. The acceptance of the study place will be marked to the [application system of Aalto University](#) and you can check it on the Monitoring page of the system (at the latest on the next day).

## Chat sessions

### Chat sessions

In chat sessions you can ask questions about for example residence permit, scholarships, accommodation, Finnish bank account, travel card, etc. Aalto Squad (our student ambassadors) and Admission service staff members are happy to answer your question during those chats.

You can join for chat sessions by clicking this link: <https://connect.funet.fi/ryn4jc8yiavs/>

Check the dates and times for chat sessions

### Chats

17.4. 4 pm (GMT +3)

15.5. 4 pm (GMT +3)

22.5. 4 pm (GMT +3)

12.6. 4 pm (GMT +3)

Each chat takes 1 hour.

Get to know our Squad members! They tell their experiences at Aalto University and in Finland in their [website](#). You can reach students through [aaltosquad@aalto.fi](mailto:aaltosquad@aalto.fi) all throughout the spring and summer 2019.

## You can accept only one study place leading to a higher education degree in Finland

According to the one study place per term provision (Universities Act 558/2009) students may accept only one study place leading to a higher education degree in Finland during one academic term. Higher education degrees include bachelor's, master's, licentiate and doctoral degrees awarded by universities as well as polytechnic degrees. The academic terms run from 1 August to 31 December and 1 January to 31 July. Even if the student postpones the commencement of studies, or interrupts his/her studies, the student cannot accept another study place for a degree programme starting in the same academic term.

If you have more than one admission offer, please consider carefully which one you wish to accept. Read more in [Studyinfo.fi portal](#)

## Do you already have a right to study at Aalto University but wish to accept a new admission offer?

If you already have a study right at a Master's programme in Aalto University, please note that you can have only one valid study right towards the same degree. This restriction does not apply in the field of Art and Design. If a student accepts a new study place in a Master's programme (for instance, leading to the degree of Master of Science in Technology) the old Master of Science in Technology study right is forfeited.

## 2. Return the Aalto Scholarship Terms document and/or pay the tuition fee if applicable

Degree students who are citizens of countries outside the EU/EEA or Switzerland are generally required to pay tuition fees. The amount of the tuition fee as well as information of possibly awarded scholarship is in the admission letter.

If you are liable to pay tuition and have been awarded an Aalto University scholarship to partly or fully cover your fee, please return the signed document "Aalto University Scholarship Terms Of Acceptance" by the given deadline. The document is sent with the letter of acceptance.

Detailed instructions for the payment will be in the invoice, which is issued after you have accepted your study place. The invoice is sent by email and payment is due before the start of the academic year. If you are awarded an Aalto University scholarship, the amount awarded will be deducted from your invoice, i.e. if you are awarded a 50 % scholarship, your invoice will concern half of the tuition fee due for that academic year. If you are awarded a 100 % scholarship no invoice will be sent. Tuition fee needs to be paid before enrolling at the university.

More information on tuition fee and scholarships: [Tuition fees and scholarships](#).

## 3. Did you apply with an incomplete degree? Submit attested copies of your degree certificate by 7 August 2019 (3:00 pm, GMT +3)

If you applied with an incomplete degree, the degree must be completed by 31 July 2019. Please submit attested copies of the diploma (and its authorised translation, if applicable) as soon as possible, but at the latest by **7 August 2019** (3:00 pm, GMT +3). Please see the instructions for attested copies: [Admissions > your study field > required application documents](#). Please read the attesting instructions carefully as unattested plain copies of the original documents are not accepted, note also [country-specific documentation requirements](#)

Please be careful to follow the instructions of the right study field and submit the documents to [Admission Services](#) accordingly. These documents cannot be sent by email. If you are not able to graduate or the required documents are not received by the deadline, the conditionally granted study place will be cancelled.

## 4. Enroll at the University by 30 July 2019

Please enroll at the university within 2 May—30 July 2019. All students need to enroll for each academic year. We recommend new students to enroll already by 30 July to ensure smooth start of studies. You cannot use any Aalto services, receive a student number or register for courses before you are enrolled as attending. Students [lose their study right](#) if they have not enrolled by the end of the official enrollment period, 6 September 2019.

### Enrolment as an attending student

Once you have accepted an offer of admission, enrol as an attending student at Aalto University and pay the [membership fee](#) of the Aalto University student union (AYY). If you wish to join the student association of your field of study (guild or subject-specific association), also pay the related membership fee. To ensure you do not miss any orientation sessions or tutor groups, you should enrol as soon as possible and **preferably no later than 30 July 2019**.

If you have Finnish online banking ID, you can enroll online at [studyinfo.fi/oili](http://studyinfo.fi/oili) as of 2 May 2019. The Student Union membership fee is paid when enrolling as attending. Enrolling online is possible only until 30 July 2019. After that you need to follow the instructions below.

If you are unable to enroll online, you need to pay the [Aalto University Student Union \(AYY\) membership fee](#) (Tertiary enrollment method, payment using a general bank reference number) and submit a receipt of the paid membership fee to the Learning Services of your Aalto School ([Contact information](#)). The receipt of the paid fee has to include your name as the payer or in the information field and the filing code of the payment. Receipts without the student's name or filing code are not accepted. If you pay the fee from abroad, you need to take into account the international bank transfer costs of both the sending and the receiving banks to make sure that you pay the exactly right sum to AYY.

*You can pay the Student Union membership fee and enroll also after arrival in Finland, just make sure you do so as soon as possible and no later than 6.9.2019.*

If you are unable to accept the offer of admission electronically in Studyinfo and/or enrol as an attending student in the OILI service, please contact your school or send an e-mail to [studentservices@aalto.fi](mailto:studentservices@aalto.fi).

Due to additional regulations attached to [tuition fees](#), all first year students liable to tuition fees must register manually with the student services. You need a receipt for the payment of your student union (AYY) [membership fee](#) and, where applicable, your tuition fees will also need to be fully received by the university before enrolment is possible. Contact your school's [student service desk](#) or [studentservices@aalto.fi](mailto:studentservices@aalto.fi) for registration.

## Enrolment as non-attending student

You can enrol as a non-attending student in your first year of study only on grounds referred to in the Universities Act (Yliopistolaki 558/2009, Section 39), i.e. if you are:

- currently performing military service referred to in 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.

Please make sure to submit your application for enrolment as a non-attending student no later than on **30 July 2019** to [the student service desk](#) of your school to give them time to process your application within the official enrolment period. For detailed guidelines, see the [application form \(pdf\)](#).

### Duration of non-attendance

If your non-attendance for permissible reasons is scheduled between 1 August 2018 and 31 July 2019, you can enrol as a non-attending student for the whole academic year. If the permissible reason applies only for the other semester, the other one will consume the non-attendance semesters you have on your disposal.

- If you wish to enrol as non-attending for the autumn term 2019 only, you need to change your enrolment status into attending for the spring term at the student service desk of your school starting Nov 25th, 2019 and no later than Jan 10th, 2020. To do this, you must present a receipt of the paid [student union membership fee](#) (payment with Bank Details).
- If you wish to enrol as non-attending for the spring term 2020 only, you need to change your enrolment status into non-attending for the spring term starting Nov 25th, 2019 and no later than Jan 10th, 2020. To do this, you must submit the application and appendices to the student service desk of your school. You can apply for [a refund of the student union membership fee](#) from the Student Union.

## Military service, non-military service or other long period of non-attendance

### Students who have accepted an offer of admission in 2018 or earlier

Because you have already accepted your study place, the instructions on how to accept the offer of admission do not concern you. However, other instructions on this webpage are relevant to you, except that you should enrol via [WebOODi](#) instead of the OILI service in Studyinfo. To do this, you need to have an Aalto IT account (check the activation instructions below).

You can also contact the student services of your school to find out about starting your studies.

Remember to read your Aalto e-mail address! *If you have not activated your Aalto e-mail yet, do it now.*

### New students admitted in 2019

If you plan to enrol as a non-attending student in your first year of study, accept the offer of admission and submit a certificate for your reasons for the non-attendance to your school (see guidelines). ***Please note that non-attendance is only allowed for specific reasons defined in legislation.***

- If you enrol as a non-attending student only for the autumn term, contact your school no later than in November to ensure a swift start to your studies in January, please see also the page [Getting started with your studies in January](#).
- If you enrol as non-attending for the whole academic year, follow up on these pages in summer 2020 for up-to-date information on starting your studies in 2020–2021.
- If you are a non-attending student for the spring term, contact your school no later than in November to ensure a swift return to studies in the academic year 2020–2021.

## Duration of studies

As a Master's student, your duration of studies is limited to four academic years as an attending student.

You can also enrol as a non-attending student for some terms without them being counted towards your duration of studies. You can enrol as a non-attending student in your first year of study only on grounds referred above. Later on, it is recommended to enrol as non-attending if you plan not to study. For additional information, refer to the Into page or the student services of your programme.

## 5. Apply for Residence Permit (non-EU/EEA Citizens) or register your residence (EU/EEA Citizens)

### NonEU/EEA citizens

If you are a non-EU/EEA citizen, you need to apply for a residence permit at a Finnish Embassy in your home country. The application process takes time, so please apply as soon as possible. Please see the [Finnish Immigration Service instructions](#) and start the application process.

When you apply for a residence permit please ask to be registered in the Finnish Population Information System so that you receive a Finnish personal identity code at the same time as the permit is issued. You will need the personal identity code for identification purposes, for example in banks, hospitals, registering for classes outside the university, and the registers of different authorities.

[Download a checklist](#) to make sure you make a perfect application

## EU/EEA citizens

EU/EEA citizens do not need a residence permit but upon arrival in Finland, you must apply for registration of [EU citizen's right of residence](#) at the Finnish Immigration Service. When registering your right of residence, you can also apply for Finnish personal ID-code.

Please note that citizens of Nordic countries register at the [Local Register Office](#) (Maistraatti) of their place of residence.

## Registering as resident, all nationalities

If you are intending to stay in Finland for more than a year (regardless of your nationality), you are required also to register at the [Local Register Office](#) (Maistraatti) in the municipality you live in and register your personal information in the Population Information System. If you have not received Finnish personal ID-code before (when applying for a residence permit or when registering as EU citizen in Finland), you can apply for that in Maistraatti too.

For more information on registering your residence and Finnish personal ID-code, please see the pages for [international students](#).

Note! The printed registration form and the required attachments can be submitted on campus on Thursday 5 September 2019, 11-15.30 in Otakaari 1 at the Local Register Office's pop-up service desk. The registration form is available in the [Local Register Office's webpage](#) (see bottom of the page). Please read carefully [the detailed instructions](#).

## 6. Apply for Accommodation

You should apply for housing as soon as you have accepted the admission offer. Student housing is provided either by the [Aalto University Student Union](#) (AYY) or the [Foundation for Student Housing in the Helsinki Region](#) (HOAS). University does not own student apartments. Students should be active in seeking for housing themselves.

[More information](#) about housing.

## 7. Organize your travel to Finland

Check on [your programme](#) when you need to arrive in Finland and where you need to present yourself after arrival. You'll find link to your School's orientation website in your programme's study guide and you'll receive information via email during the summer. After that you are ready to book your trip to Finland.

More information about how to continue your journey from the airport and how to use public transportation in Helsinki region is found in the section [international students](#).

## 8. Activate your Aalto IT account

You can activate the Aalto University IT account once you have enrolled as an attending student for the academic year 2019–2020, but **no sooner than August 1<sup>st</sup>**. If you have accepted an offer of admission in 2018 or earlier, you can activate your IT account right away.

The Aalto IT username and password are used to login to all Aalto online services. Once you have activated your IT account, you have access to many electronic services, including your Aalto email. The university uses email as the primary means of communication, so it is essential that you keep on top of your Aalto email at all times. You should also activate your account as soon as possible, or latest upon enrolment. You can activate your account at [salasana.aalto.fi](#) with your Finnish online banking details or with a Finnish electronic ID (HST) card. If you don't have strong identification, you'll receive activation email 1st August, [please follow instructions at aalto.fi](#). If these are not possible, you must visit the [IT service desk](#) during the enrolment to activate your account. Please remember to bring official, photographic ID with you (such as passport).

## 9. Apply for a student card

The student card is proof of your student status, and it is the simplest way to get student discounts in, for instance, the university restaurants and public transport. For additional information on the student card go to [the AYY site](#). You can download an [electronic student card](#) for mobile devices, after you have enrolled as an attending student. The electronic card is accepted in the university restaurants and public transport as proof of student status.

You need to apply for personal ID-code (see details above in section 5) and inform the code to student services before downloading the electronic card. *Please note that the right to student discounts begins when the study right begins, i.e. August 1<sup>st</sup>.*

## 10. Governmental financial aid for students in Finland

The right of non-Finnish citizens to receive student financial aid from the State is decided on a case-by-case basis. A description of the right to receive student financial aid is available on the Social Insurance Institution of Finland (KELA) [website](#).

[Adult Education Allowance](#) is an allowance granted by the Education Fund on certain conditions to students who have already been employed before starting their studies. In some cases, adult students may also finance their studies with their unemployment benefit; for additional information, see the [TE services \(employment services\) website](#).

## 11. Next step: Getting started with your studies

To get off to a swift start with your studies, you should look at the contents of your studies and practicalities during the summer and reserve time for orientation. For additional information, see [Getting started with your studies](#).