

# Contact

## Student Service Desk

- **Visiting address:** Building of Chemical Engineering, Kemistintie 1, room C208, ESPOO/Otaniemi
- **Postal address:** P.O.Box 16100, 00076 AALTO, FINLAND
- **E-mail:** [studies-chem@aalto.fi](mailto:studies-chem@aalto.fi)
- **Telephone:** +358 50 362 3017
- The shared e-mail address of the student service desks of all the six schools of Aalto University: [studentservices@aalto.fi](mailto:studentservices@aalto.fi).

## At the Student Service Desk

- you can enroll for the academic year
- you can obtain a certificate of student status and an official transcript of records
- you can make changes to your name and address in the student register
- we take care of issues related to the registration of students and their rights to study, including waiving rights to study
- you can collect your degree certificate

## Opening hours

Mon 9–11 and 12–14  
Tue closed  
Wed 9–11 and 12–14  
Thu 9–11 and 12–14  
Fri 9–11

## Exceptional times:

Closed from Mon 23 December to Tue 31 December  
Open on Thu 2 January 2020 at 11 - 13  
Open on Fri 3 January 2020 at 9 - 10  
Closed on Mon 6 January (Epiphany)

## Personnel

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Study Affairs Secretary Pirjo Häkkinen	tel. +358 50 362 3017 <a href="mailto:firstname.lastname(at)aalto.fi">firstname.lastname(at)aalto.fi</a>
Study Affairs Secretary Juha Oksa	tel. +358 50 449 1591 <a href="mailto:firstname.lastname(at)aalto.fi">firstname.lastname(at)aalto.fi</a>
Study Affairs Secretary Jenny Thors	tel. +358 50 441 3545 <a href="mailto:firstname.lastname(at)aalto.fi">firstname.lastname(at)aalto.fi</a>

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Study advisors' pop-up clinic is located in the main lobby (Kemistintie 1)

Programme	Name	Email	Telegram	Reception hours	NB
CHEM Master's programmes	Camilla Selenius	<a href="mailto:m-sc-advisors-chem(at)aalto.fi">m-sc-advisors-chem(at)aalto.fi</a>	@CamillaSelenius	Monday 9-11, Tuesday 14-16, or <a href="#">book now</a>	
Student exchange	TBA	<a href="mailto:kv-neuvoja-chem(at)aalto.fi">kv-neuvoja-chem(at)aalto.fi</a>			

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Head of the degree programme prof. Tapani Vuorinen

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Manager of Academic Affairs Anni Rintala

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Major	Planning officer	Contact information
Biomass Refining	Leena Hauhio	<a href="mailto:leena.hauhio(at)aalto.fi">leena.hauhio(at)aalto.fi</a> Visiting address: Kemistintie 1, room C204 Phone: +358 50 911 7145

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Biotechnology	Anna Mäkilä	anna.makila (at) aalto.fi Visiting address: Kemistintie 1, room C204 Phone: +358 50 577 3623
Chemical and Process Engineering	Anna Mäkilä	anna.makila (at) aalto.fi Visiting address: Kemistintie 1, room C204 Phone: +358 50 577 3623
Chemistry	Anna Mäkilä	anna.makila (at) aalto.fi Visiting address: Kemistintie 1, room C204 Phone: +358 50 577 3623
Fibre and Polymer Engineering	Leena Hauhio	leena.hauhio (at) aalto.fi Visiting address: Kemistintie 1, room C204 Phone: +358 50 911 7145
Functional Materials	Leena Hauhio	leena.hauhio (at) aalto.fi Visiting address: Kemistintie 1, room C204 Phone: +358 50 911 7145
Sustainable Metals Processing	Anja Hänninen	anja.hanninen (at) aalto.fi Visiting address: Kemistintie 1, room C202c Phone: +358 50 384 1589
Study affairs secretary for all majors	Jenny Thors	jenny.thors (at) aalto.fi Visiting address: Kemistintie 1, room C208 (student service desk, check opening hours) Phone: +358 50 441 3545

## Student Mobility

Any questions regarding exchange studies please contact by email: [international-chem\(at\)aalto.fi](mailto:international-chem(at)aalto.fi) or study advisor for exchange studies: [kv-neuvoja-chem\(at\)aalto.fi](mailto:kv-neuvoja-chem(at)aalto.fi)

Kaisa Pulliainen All destinations, Asia for all tech students Tel. +358 50 511 2079 <a href="mailto:international-chem@aalto.fi">international-chem@aalto.fi</a>	Reception by appointment	Street address: Kemistintie 1, 02150 Espoo room D310	Mailing address: PL 16100, 00076 AALTO
N/N tel. +358 505768585 <a href="mailto:international-chem@aalto.fi">international-chem@aalto.fi</a>	Reception by appointment or <a href="#">book now</a>	Street address: Kemistintie 1, 02150 Espoo	PL 16100, 00076 AALTO
Heidi Flinkman Erasmus- and Nordic countries tel. +358 505768585 <a href="mailto:firstname.lastname(at)aalto.fi">firstname.lastname(at)aalto.fi</a> <a href="mailto:international-chem@aalto.fi">international-chem@aalto.fi</a>	Reception by appointment or <a href="#">book now</a>	Street address: Kemistintie 1, 02150 Espoo room D310	Mailing address: PL 16100, 00076 AALTO

