

# Annual enrolment

## Enrolment as an attending student

You have to enrol as either attending or non-attending each academic year. Only those enrolled as attending students may complete studies and graduate.

After accepting an offer of admission, you have to remember to enrol each academic year as either an attending or a non-attending student.

To enrol as an attending student at Aalto University after accepting your offer of admission, go to the OILI service of [Studyinfo](#) 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 any related membership fees.

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

Due to additional regulations attached to [tuition fees](#), 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 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.

To ensure you do not miss any orientation sessions or tutor groups, you should enrol **no later than 29 July 2020** and sooner if possible. Enrolling as attending is also a precondition for using any Aalto services, getting a student number, and registering for courses.

Enrolling as non-attending in the first year of studies is possible only for the reasons permissible by law: active service in accordance with the Conscription Act (1438/2007), the Non-Military Service Act (1446/2007) or the Women's Voluntary Military Service Act (194/1995); maternity, paternity or parental leave, or a medical condition (illness or injury). If you accepted an offer of admission in the academic year 2019 but enrolled as a non-attending student at the time, you should enrol for the next academic year [on WebOodi](#).

All degree students must enrol as either attending or non-attending each academic year. If you do not enrol as either attending or non-attending by the end of the enrolment period (no later than 4 September 2020), you will forfeit your right to study.

After accepting an offer of admission, you have to remember to enrol each academic year as either an attending or a non-attending student.

To enrol as an attending student at Aalto University after accepting your offer of admission, go to the OILI service of [Studyinfo](#) 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 any related membership fees.

The enrolment period begins on 4 May 2020. Online enrolment is possible until 29 July 2020. If you cannot enrol online, submit a receipt of your payment of the student union (AYY) [membership fee](#) to [your school](#). Please note that the receipt must include your name either as the payer or in the message field, and the bank-issued transaction identification number. Receipts with no name or identification number will not be accepted.

If you pay the membership fee outside Finland, please be prepared to pay foreign transaction charges. The AYY membership fee must be paid in the exact amount.

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All degree students must enrol as either attending or non-attending each academic year. If you do not enrol as either attending or non-attending by the end of the enrolment period (no later than 4 September 2020), you will forfeit your right to study.

The instructions below apply to you if you:

- are a second-year student or further along in your Aalto degree
- accepted an offer of admission in the academic year 2019 and enrolled as a non-attending student for the first year, or
- are a transfer student at Aalto University.

If you have previous studies at Aalto University, but have gained admission to a different degree programme as of 1 August 2020, please follow the instructions for new bachelor's and master's students.

Enrol as an attending student [on WebOodi 4 May–4 September 2020](#). Pay the student union (AYY) [membership fee](#) and any voluntary student association fees with your Finnish online banking user ID or a credit/debit card supported by the service. This way, both your payment and enrolment will be registered in the student information system.

Please note that as of 1 January 2021, the fee for the Finnish Student Health Service (FSHS) will no longer be included in the student union (AYY) membership fee. From 1 January 2021 forward, bachelor's and master's degree students shall pay a [fee for health services](#) in addition to their student union membership fees.

If you are or will be absent from studies due to military or non-military service in compliance with Finnish law or maternity, paternity or parental leave, it is recommendable to enrol as non-attending. Absences due to previously mentioned reasons are excluded from the duration of studies, if you have enrolled as a non-attending student for the terms in question. For more information, see *Permissible duration of studies*.

You can graduate only as an attending student. Graduating as a non-attending student is not possible, even if you have completed all the requisite studies earlier.

All degree students must enrol as either attending or non-attending each academic year. If you do not enrol as either attending or non-attending by the end of the enrolment period (no later than 4 September 2020), you will forfeit your right to study.

## How do I enrol without a Finnish online banking user ID?

If you do not have an online banking user ID or accepted credit/debit cards, you can print out a personal bank transfer form from [WebOodi](#) to make your payment. **Please note that for your enrolment to take effect** you have to submit a receipt of your payment to the [student service desk](#) during the enrolment period.

The bank-issued transaction identification number (archive number, *arkistointitunnus*) must be visible on the receipt. You can submit the receipt by email or paper mail, or by bringing it to the student service desk in person. If you use email or paper mail, please remember to include your name and student number.

## How do I enrol without a WebOodi login?

If you do not have a WebOodi login, see [payment instructions](#) on student union's (AYY) website. **Please note that for your enrolment to take effect** you have to submit a receipt of your payment to the [student service desk](#) during the enrolment period.

The bank-issued transaction identification (archive number, *arkistointitunnus*) number must be visible on the receipt. You can submit the receipt by email or paper mail, or by bringing it to the student service desk in person. If you use email or paper mail, please remember to include your name and student number.

## How do I enrol for the next academic year if I have a tuition fee liability?

**Invoiced continuing students liable to tuition fees** with either **50% Aalto Scholarship** or **no Aalto scholarship** must register manually with the student services. You need a receipt for the payment of your student union (AYY) [membership fee](#) and your tuition fees will also need to be fully received by the university before registration is possible. Contact your school's [student service desk](#) or [studentservices@aalto.fi](mailto:studentservices@aalto.fi) for registration.

**Continuing students liable to tuition fees** with either **100% Aalto Scholarship** or **exemption on the basis of residence permit** (valid on or beyond 1 August 2020) can enrol online via [WebOodi](#). Pay the student union (AYY) [membership fee](#) and any voluntary student association fees with your Finnish online banking user ID or a credit/debit card supported by the service. This way, both your payment and enrolment will be registered in the student information system.

Please note that if the residence permit you have presented earlier in order to be exempted from the tuition fees expires before 1 August 2020, you need to present a copy of a valid residence permit for the new academic year. In this case, online enrolment is not an option. In addition to the valid residence permit, you need a receipt for the payment of your student union (AYY) [membership fee](#). You can email copies of the documents to the [student service desk](#) for registration.

New doctoral students follow the instructions given by their doctoral program.

Continuing doctoral students enrol as attending [on WebOodi 4 May – 4 September 2020](#). If you cannot enrol on WebOodi, email the [student service desk of your school](#).

From academic year 2019-2020 onwards, personal information of those doctoral students who enrol as attending is transferred to [Aalto Current Research Information System \(ACRIS\)](#).

All degree students must enrol as either attending or non-attending each academic year. If you do not enrol as either attending or non-attending by the end of the enrolment period (no later than 4 September 2020), you will forfeit your right to study.

For doctoral students, [joining the student union](#) is voluntary. To join, pay the voluntary student union membership fee, primarily [on WebOodi](#) or according to [instructions on student union's website](#).

## Enrolment as a non-attending student

You must enrol either as attending or non-attending each academic year. Only those enrolled as attending students may complete studies. If you enrol as a non-attending student, you cannot complete studies during your time of non-attendance.

It is recommendable to enrol as a non-attending student if you do not plan to complete any studies during the time in question. Please note, however, that your right to study is valid for only a definite period of time. This means that you can only enrol as a non-attending student for a certain amount of terms without it having an effect on the time you have left to complete your degree. The maximum duration of studies is defined in different ways depending on the reason for absence. For more information, see *Permissible duration of studies*.

All degree students must enrol as either attending or non-attending each academic year. If you do not enrol as either attending or non-attending by the end of the enrolment period (no later than 4 September 2020), you will forfeit your right to study.

## Enrolment as a non-attending student in the first academic year

In your first year of studies you can enrol as a non-attending student only for reasons referred to in the Universities Act (Yliopistolaki 558/2009, Section 39), that is, if you are:

- in active service referred to in accordance with the Conscription Act (1438/2007), the Non-Military Service Act (1446/2007) or the Act on Voluntary Military Service for Women (194/1995);
- on maternity, paternity or parental leave; or
- unable to start your studies due to a medical condition or injury.

Please note that the possibility to enrol as non-attending in the first year of studies for reasons of active service is valid only for service performed in Finland.

For academic year 2020-2021, you can enrol as non-attending also in case you are unable to get to Finland to start your studies due to official COVID-19 related restrictions on immigration, travel or other processes required to enter Finland. Note however, that if you enrol as non-attending, it is not possible to complete any studies even by participating in remote teaching.

Please also note that personal choice not to start your studies, illness of a relative or otherwise difficult life situation caused by COVID-19 are not valid reasons for non-attendance.

Fill in the [application form for non-attending status](#). Include the relevant attachment(s) verifying the reason for your non-attendance:

- Your military induction order or certificate of military service
- A certificate from Kela (the Social Insurance Institution of Finland) showing the funding period for your maternity, paternity or parental leave, or a medical certificate of pregnancy
- A Kela decision granting a Sickness Allowance
- A medical certificate certifying your inability to start studies due to personal illness or injury
- COVID-19 related restrictions will be verified mainly from public sources of information. If you are unable to start your studies because of being placed under quarantine, please include an official quarantine decision, or contact your school if no documentation is given.

If you are going to perform military or non-military service or refer to official COVID-19 related restrictions, send your application and documents verifying the reason for your non-attendance to [studentservices@aalto.fi](mailto:studentservices@aalto.fi).

If you refer to a medical condition, maternity or paternity leave, or your application includes other sensitive information, send the application and appendices as a secure message via <https://securemail.aalto.fi> to [confidential@aalto.fi](mailto:confidential@aalto.fi). Please read the [instructions for sending secure messages](#) for further guidance.

We strongly recommend you to submit the application and attachment(s) by **29 July 2020**, or sooner if possible, in order to allow enough time to process them by the end of the enrolment period (Friday 4 September 2020). If your application to enrol as a non-attending student is rejected, you will receive notice of the matter and instructions on how to enrol as an attending student.

If you have already enrolled as attending, but wish to change your enrolment status to non-attending, please follow instructions above. You may change your enrolment status until the end of the official enrolment period (no later than **4 September 2020**).

If you have reasons specified in the law for enrolling as non-attending during your first year of studies and they are in effect between 1 August 2020 and 31 July 2021, you may enrol as non-attending for the entire academic year. Please note, however, that non-attending status may affect the amount of time you have remaining to complete a degree:

- The time you have left to complete a degree is unaffected if the reasons for your non-attending status are military or non-military service, or maternity, paternity or parental leave, and they are effective during both autumn and spring term.
- However, if a reason mentioned above is valid only during one term, but you are absent for two terms, the other term reduces the permissible terms of non-attendance.
- If you are non-attending due to a medical condition or COVID-19 related restrictions, your time of absence begins to immediately reduce the permissible terms of non-attendance, whether you are absent for one or two terms.

## Enrolment as a non-attending student after the first academic year

Enrolment as a non-attending student after the first year can be done [on WebOodi from 4 May to 4 September 2020](#). If you do not have an Aalto IT account, you can enrol as non-attending by sending an email to your [student service desk](#). Contact your school's student service desk also if you have a [tuition fee liability](#) and you wish to enrol as non-attending.

## Permissible duration of studies

The right to study is valid for only a definite period of time. This means that you can only enrol as a non-attending student for a certain amount of terms without it having an effect on the time you have left to complete your degree. The maximum duration of studies is defined in different ways depending on the reason for absence.

According to section 40 of the Universities Act (Yliopistolaki 558/2009), the normative duration of studies for a bachelor's degree is three (3) academic years and for a master's degree two (2) academic years. However, under section 41 of the Universities Act, students have the right to complete their degrees in a time exceeding the normative duration of studies by a maximum of two years (totalling seven years (7) altogether). The time to complete a master's degree by itself may exceed the normative duration by no more than two years (four years (4) altogether).

Absences due to time spent

- on maternity, paternity or parental leave, or

- in active service under the Conscription Act (1438/2007), the Non-Military Service Act (1446/2007) or the Act on Voluntary Military Service for Women (194/1995)

are excluded from the duration of studies.

Note that the amount of time you have remaining to complete a degree may be extended based on the previously mentioned reasons only if you have enrolled as non-attending for the terms in question.

Similarly, students may have other periods of absence up to a maximum of two academic terms (four in the case of students who began studies before 1 August 2015) without diminishing the time they have left to complete a degree if they have enrolled as non-attending in an appropriate manner. Any additional enrolment as non-attending after this will, however, be reduced from the time left to complete a degree.

Medical conditions are valid reasons for enrolling as non-attending during the first year of studies. While medical conditions are valid reasons for enrolling as non-attending in the first year, any resulting periods of non-attendance reduce the permissible terms of non-attendance. This means that if you are unable to begin or complete studies due to a medical condition, you may enrol as non-attending for up to two terms without this causing a reduction in the time you have remaining to complete a degree. Medical conditions are, however, valid grounds for applying for an extension to your right to study.

You may apply for an [extension](#) if you do not have enough time to complete your degree within the given duration of studies.

## Changing your enrolment information during the academic year

The enrolment period for the 2020–2021 academic year is from 4 May 2020 to 4 September 2020. Enrolment as attending or as non-attending should be made for the entire academic year. There is however, a separate enrolment period for spring term, during which time you can change your enrolment status, if necessary.

The enrolment period for spring term 2021 is from 30 November 2020 to 8 January 2021.

**Outside of enrolment periods, non-attending may be changed to attending status, but attending may not be changed to non-attending status.** Enrolling or making a change to your enrolment status outside of the enrolment periods can only be done at the [student service desk](#) for your school.

If you have a [tuition fee liability](#) and you wish to change your enrolment status during the academic year, you should always contact the [student service desk](#) for your school.

## Changing your enrolment status during the first year of studies

If you enrolled as non-attending for the whole academic year but you want to have non-attending status for the autumn term only, you must change your spring term 2021 enrolment status to attending at your school's [student service desk](#) during the enrolment period for spring term. For this purpose you will need a receipt of your payment of the Aalto student union (AYY) [membership fee](#). Beginning 1 January 2021, you must also pay a [separate fee for health services](#) when you register as an attending student.

If you enrolled as attending for the whole academic year, but you want to be non-attending for spring term 2021 only, you must change your spring term 2021 enrolment status to non-attending during the enrolment period for spring term by submitting a [non-attending status form](#) with attachment(s) to your school's [student service desk](#). You may apply for a [refund of your student union membership fee](#) for spring term.

## Changing your enrolment status after the first year of studies

You may change non-attending status to attending status on [WebOodi](#) during the enrolment period. Please note that as of 1 January 2021, the fee for the Finnish Student Health Service (FSHS) will no longer be included in the student union (AYY) membership fee. From 1 January 2021 forward, bachelor's and master's degree students shall pay a [fee for health services](#) in addition to their student union membership fees.

Attending status may be changed to non-attending status at your school's [student service desk](#) during the enrolment period. You may apply to the student union for a [refund of your student union membership fee](#).

## Losing your right to study for failing to enrol for the academic year

Enrolling as attending or non-attending for the academic year is compulsory for all degree students. If you have not enrolled as attending or non-attending by the end of the enrolment period (no later than 4 September 2020), you will forfeit your right to study (Universities Act (558/2009), sections 39 and 43). Students who fail to enrol are not entitled to complete studies.

[Application for readmission](#)

## Student healthcare fees begin 1 January 2021

Previously, the fee for the Finnish Student Health Service (FSHS) has been paid for bachelor's and master's degree students as part of their student union (AYY) membership fee. As of 1 January 2021, bachelor's and master's degree students shall incur a [separate fee for FSHS health services](#) as this will no longer be covered by the AYY fee. The fee will be paid to Kela, the Social Insurance Institution of Finland.