

# Contact

## School of Engineering

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>Student Services Desk

### 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)~~

**Student service desk is open on Wednesday 2.9.2020 12:14, but only for those, specially exchange students, who need to have HSL student discount ticket application form.** If you are a degree student and have already your Finnish personal identity code and home municipality registered in HSL region, you are allowed for HSL student discount. You don't need a HSL application, if you have a valid plastic student card or a valid digital FRANK student card. Please, don't visit service desk unnecessarily and *if you have to visit, please, remember to keep physical distance for others and to follow also other corona instructions.*

**Because of coronavirus situation our student service desk is closed until further notice.**

**You can reach us via email and phone.**

*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.webpolsurveys.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

### Contact information of Learning services:

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### Study advisors

> Study advisors

**Student Services** (for example certificates of attendance and transcripts of records): [Contact](#)