

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

Telephone: +358 50 347 8230

Aalto University's shared helpdesk: 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 1214, 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:

> Contact information of Learning services:

Study advisors

> Study advisors

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