Annual enrolment

Aalto University will introduce a new Sisu student information system on 9 August 2021. The introduction of Sisu is preceded by a service break of student information services between 31 July and 8 August 2021. Due to service break it is important that you enrol for the academic year by 30 July 2021 at the latest so that your enrolment is entered in the Aalto information systems before the service break begins. After the service break the enrolment is possible until the end of enrolment period 10 September 2021.

- Enrolment as attending student
  - Instructions for new bachelor’s and master’s students
  - Instructions for continuing bachelor’s and master’s students
    - How do I enrol for the next academic year if I have a tuition fee liability?
  - Instructions for doctoral students

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

- Changing your enrolment information during the academic year
  - Changing your enrolment status during the first year of studies
  - Changing your enrolment status after the first year of studies

- How do I enrol without the payment methods used in WebOodi or OILI?
- How do I enrol without an Aalto user ID?
- Permissible duration of studies
  - How is the permissible duration of studies defined?

- Losing your right to study for failing to enrol
- Pay the student healthcare fee to Kela

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.

The enrolment period for the academic year 2020-2021 begins 3 May and ends 10 September 2021. The enrolment period for the spring term 2022 begins 29 November 2021 and ends 7 January 2022.

Instructions for new bachelor’s and master’s students

After accepting your 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, go to My Studyinfo and pay the obligatory membership fee of the Aalto University student union (AYY). If you wish to join a student association (guild or subject-specific association) in your field of study, you also need to pay any membership fees for it.

- Students without Finnish personal identity code and Finnish e-identification service (by an online bank or other Finnish service): You have to login to My Studyinfo and OILI service by using the personal link from the email from the Studyinfo portal with which you accepted your study place (email has been sent 22 March onwards and has a subject “Offer of admission in Studyinfo”). The email includes a personal link to My Studyinfo, please see further information in Studyinfo. If you have deleted the email, please contact student services (at studentservices@aalto.fi), the email cannot be sent again and you have to complete your enrolment following the instructions from the student services.

The enrolment period begins on 3 May 2021. Online enrolment for new students is possible until 28 July 2021.

Due to additional regulations concerning tuition fees, students with a tuition fee liability must first pay their tuition fee before enrolling in My Studyinfo. Your tuition fee must be received in full by the university before enrolment is possible. You will receive a receipt of the payment from the university when the payment has been processed. After you receive the receipt, enrolment in My Studyinfo can be enabled by student services. You can contact student services (at studentservices@aalto.fi) to ensure that your enrolment has been enabled.

If you cannot use the payment methods in My Studyinfo and therefore enrol online, contact the student services (at studentservices@aalto.fi).

You should enrol no later than 28 July 2021, and preferably sooner if possible. Enrolling for attending student status is 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 reasons permissible by law, which are: 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 for the academic year 2020 but enrolled as a non-attending student at the time, you should enrol for the next academic year (2021-2022) 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 10 September 2021), you will forfeit your right to study.

Instructions for continuing bachelor’s and master’s students

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 for the academic year 2020-2021 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 gained admission to a different degree programme that begins 1 August 2021, please follow the instructions for new bachelor’s and master’s students.

![Important notice: The student information system will be out of service from 31 July through 8 August 2021 as Aalto introduces the new system, Sisu. No enrolments will be possible during the service break. If you need attending student status for the start of the academic year (1 August 2021), you must enrol no later than Friday, 30 July 2021, in order for your enrolment to be registered in the systems before the break. After the break, enrolments will be done in OILI.]

Enrol as an attending student on WebOodi 3 May - 30 July 2021 or in the OILI-enrolment service after 9 August when the student information systems service break has ended. In WebOodi or OILI, pay the obligatory student union (AYY) membership fee and any fees for voluntary student associations by electronic payment through a Finnish bank or a credit/debit card supported by the payment service used in WebOodi or OILI. This way, both your payment and enrolment will be registered in the student information system.

Please note: the Healthcare fee for students in higher education is not included in the student union (AYY) membership fee. Bachelor’s and master’s students who have enrolled as attending must pay the healthcare fee to Kela, the Social Insurance Institution of Finland, in addition to their student union (AYY) membership fee.

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 recommended to enrol as non-attending. Absences for those reasons are excluded from the normative duration of studies, if you enrolled as non-attending for the term(s) 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 attending or non-attending by the end of the enrolment period (no later than 10 September 2021), you will forfeit your right to study.

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

If you a a continuing student with a liability to pay tuition fees and you have either no scholarship or the 50% Aalto Scholarship, you must first pay the tuition fee and only after the payment has been fully received and processed by the university, can you complete your enrolment. After you receive a receipt from the university, enrolment in WebOodi or OILI can be enabled by the student services. In WebOodi or OILI, pay the obligatory student union (AYY) membership fee and any fees for voluntary student associations by electronic payment through a Finnish bank or a credit/debit card supported by the payment service. This way, both your payment and enrolment will be registered in the student information system. Contact student services (at studentservices@aalto.fi) to enable the enrolment in WebOodi or OILI.

Continuing students with a liability to pay tuition fees, but who have received either the 100% Aalto Scholarship or an exemption on the basis of residence permit (valid on or after 1 August 2021) can enrol online via WebOodi. In WebOodi or OILI, pay the obligatory student union (AYY) membership fee and any fees for voluntary student associations by electronic payment through a Finnish bank or a credit/debit card supported by the payment service.

This way, both your payment and enrolment will be registered in the student information system.

Please note that if you have presented a residence permit in order to be exempted from the tuition fees and the permit expires before 1 August 2021, you need to present a copy of a valid residence permit for the new academic year. In such cases, online enrolment can only be completed after the new residence permit and exemption has been processed by the university. You can email copies of the residence permit to the student services (at studentservices@aalto.fi) to enable the online enrolment in WebOodi or OILI.

Instructions for doctoral students

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

![Important notice: The student information system will be out of service from 31 July through 8 August 2021 as Aalto introduces the new system, Sisu. No enrolments will be possible during the service break. If you need attending student status for the start of the academic year (1 August 2021), you must enrol no later than Friday, 30 July 2021, in order for your enrolment to be registered in the systems before the break. After the break, enrolments will be done in OILI.]

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 recommended 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 the "Permissible duration of studies."

If you do not enrol as either attending or non-attending by the end of the enrolment period (no later than 10 September 2021), 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 (i.e. defet the start of your studies) 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 Concription 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 for the state of Finland.

Enrol as non-attending in My Studyinfo and submit to Aalto University a certificate which verifies the reason for your non-attendance.

Students without Finnish personal identity code and online banking ID: You have to use the personal link from the email that you have received from the Studyinfo portal to accept your study place. The email includes a personal link to My Studyinfo. If you have deleted the email, please contact student services (at studentservices@aalto.fi) and they can send the email again.

The certificate can be one of the following:

- A 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

If your reason is the performance of military or non-military service, send the documents verifying the reason to the student services (at studentservices@aalto.fi). State clearly in the subject of the email: "New student enrolment as non-attending, certificate / [your name], [your study option/programme]."

If you refer to a medical condition, maternity or paternity leave, or your documents includes other sensitive information, send the documents as a secure message via https://securemail.aalto.fi to confidential@aalto.fi. State clearly in the subject of the email: "New student enrolment as non-attending, certificate / [your name], [your study option/programme]." Please follow the instructions for sending secure messages.

Enrol and submit the document(s) by 28 July 2021 at the latest, or sooner if possible, in order to allow enough time to process them by the end of the enrolment period (10 September 2021).

If you do not have valid reasons to enrol as a non-attending student, you will receive notice of the matter and instructions on how to enrol as an attending student.

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 2021 and 31 July 2022, 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 terms you have reaming for non-attendance.
- If you are non-attending due to a medical condition or COVID-19 related restrictions, your time of absence begins to immediately reduces terms you have reaming for 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 3 May - 30 July 2021 or in OILI-enrolment service after 9 August, when the student information systems service break has ended. You must activate your Aalto IT account to complete the enrolment in WebOodi or OILI.

If you have a tuition fee liability and you wish to enrol as non-attending, contact the student services (at studentservices@aalto.fi).

Changing your enrolment information during the academic year

The enrolment period for the 2021–2022 academic year is from 3 May 2021 to 10 September 2021. 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 2022 is from 29 November 2021 to 7 January 2022.

Outside of enrolment periods, non-attending status 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 services (at studentservices@aalto.fi).

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 services (at studentservices@aalto.fi).

Changing your enrolment status during the first year of studies

If you enrolled as a non-attending for the whole academic year but you want to change your status to attending for spring term, contact the student services (at studentservices@aalto.fi) during the enrolment period for spring term (29 November 2021 to 7 January 2022). For this purpose you will need to pay the student union (AYY) membership fee. You must also pay a Healthcare fee for students in higher education 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 2022, you must change your spring term 2022 enrolment status to non-attending during the enrolment period for the spring term (29 November 2021 to 7 January 2022). To do so, submit document(s) that prove the reason for enrolling as non-attending to the student services (at studentservices@aalto.fi). Send any document containing confidential information about your health as a secure message via https://securemail.aalto.fi to confidential@aalto.fi. State clearly in the subject of the email: "New student enrolment as non-attending, appendices / [your name], [your study option]."

You may apply for a refund of your student union (AYY) membership fee for spring term after the enrolment as non-attending has been processed.

Changing your enrolment status after the first year of studies

You may change non-attending status to attending status on WebOodi (until 30 July) or OILI (from August onwards) during the enrolment period. Please note that the Healthcare fee for students in higher education is not included in the student union (AYY) membership fee. Bachelor’s and master’s students who have enrolled as attending must pay the healthcare fee to Kela, the Social Insurance Institution of Finland, in addition to their student union (AYY) membership fee.

Attending status may be changed to non-attending status at the student services (at studentservices@aalto.fi) during the enrolment period. You may apply for a refund of your student union (AYY) membership fee after the enrolment as non-attending has been processed.

How do I enrol without the payment methods used in WebOodi or OILI?

If you cannot use the payment methods needed for WebOodi or OILI (they use the Paytrail payment service, which includes electronic payment by Finnish banks and the most common credit/debit cards Visa, Mastercard and American Express) for your student union (AYY) membership fee, you have to contact the student services (at studentservices@aalto.fi) for payment instructions. Please note that for your enrolment to take effect, you have to submit a receipt of your membership fee payment to the student services (at studentservices@aalto.fi) during the enrolment period.

If you cannot enrol in WebOodi or OILI, please complete your enrolment well before the service disruption (31 July - 8 August 2021. Please contact the student services by 23 July 2021 at the latest so that you can get the AYY membership fee invoice, pay it and send it to the student services for registration. University and Student Union cannot guarantee that the enrolment is registered before the service disruption if you leave the enrolment to the last days of July.

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 an Aalto user ID?

If you are a new student, you do not need an Aalto ID to complete the enrolment in OILI. However, make sure that you use the new students’ enrolment service in OILI.
For continuing students: if you do not have a valid Aalto user ID you cannot login to WebOodi or OILI.

If your right to study is valid and you were enrolled for the academic year 2020-2021, you must activate your Aalto user ID. After that you can enrol in WebOodi or OILI.

If your right to study is not valid, you have to contact the student services (at studentservices@aalto.fi) for payment instructions.

If enrolment and payment of the student union (AYY) membership fee is not possible with the electronic services (WebOodi or OILI), you must contact the student services (at studentservices@aalto.fi) for payment instructions and submit a receipt of the student union (AYY) membership fee payment to the student services (at studentservices@aalto.fi) during the enrolment period, otherwise your enrolment will not take effect. The bank-issued transaction identification number (archive number, arkiointitunnus) must be visible on the receipt. If you use email or paper mail to submit the student union (AYY) membership fee receipt, please remember to include your name and student number.

**Permissible duration of studies**

Your right to study is valid for only a limited period of time. This means that you can only enrol as a non-attending student for a certain number 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.

**How is the permissible duration of studies defined?**

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 above 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.

While medical conditions are valid reasons for enrolling as non-attending in the first year, any resulting periods of non-attendance reduce the number of terms of non-attendance left in which you can enrol as non-attending. 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 later 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 normative duration of studies.

**Losing your right to study for failing to enrol**

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 10 September 2021), 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

**Pay the student healthcare fee to Kela**

University students who are entitled to use the services of the Finnish Student Health Service (FSHS) have been required since January 2021 to pay a student healthcare fee to Kela for each academic term. All students who are registered as attending for the current term and are studying for a Bachelor’s or Master’s degree are entitled to FSHS services.

If you are entitled to FSHS services, you must pay the student healthcare fee. You cannot get an exemption for example for using occupational health services instead of FSHS, or for not receiving any financial aid for students.

- If you plan to graduate from your master's degree programme by 31 December but you do not have a right to study towards a bachelor's or master's degree in the following spring term, you do not pay the fee and you do not have the right to use the FSHS services in the spring term even if you enrolled as attending for the whole academic year.

You are not billed for the student healthcare fee but must make sure to pay it in OmaKela for each academic term. How to pay the student healthcare fee.

The due date for paying the student healthcare fee is determined based on the date on which you register as attending:
<table>
<thead>
<tr>
<th>Term</th>
<th>Enrolment date</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring: normal, most common situation at Aalto (enrolment period ends at the beginning of January)</td>
<td>31 January or before</td>
<td>31 January</td>
</tr>
<tr>
<td>Spring: exceptional situation (e.g. re-enrolment or extension of right of study)</td>
<td>1 February or later</td>
<td>31 July</td>
</tr>
<tr>
<td>Autumn: normal, most common situation at Aalto (enrolment period ends at the beginning of September)</td>
<td>30 September or before</td>
<td>30 September</td>
</tr>
<tr>
<td>Autumn: exceptional situation (e.g. re-enrolment or extension of right of study)</td>
<td>1 October or later</td>
<td>31 December</td>
</tr>
</tbody>
</table>

If you have paid the fee in time but you still receive a reminder invoice, you must contact the Kela Overpayment Recovery Centre and prove to them that you indeed paid the fee in time. You can contact Kela by phone or you can send them an objection to the reminder fee by post and attach the receipt of the original payment. Unfortunately, the university cannot help you with this issue, since Kela follows its own legal guidelines in sending the reminders.