Contact

Programme director

Programme director for the whole IDBM programme: Ville Eloranta

Programme coordination

IDBM programme coordination and support, IDBM Programme Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Office hours</th>
<th>Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anna-Mari Saari</td>
<td>By appointment</td>
<td><a href="mailto:anna-mari.saari@aalto.fi">anna-mari.saari@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aalto Väre R201</td>
</tr>
</tbody>
</table>

Study counselling

<table>
<thead>
<tr>
<th>Name</th>
<th>Programme</th>
<th>Office hours</th>
<th>Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Naoko Nakagawa</td>
<td>IDBM ARTS</td>
<td>By appointment</td>
<td><a href="mailto:naoko.nakagawa@aalto.fi">naoko.nakagawa@aalto.fi</a>&lt;br&gt;tel. +358 50 3613 928&lt;br&gt;Aalto Väre R201</td>
</tr>
<tr>
<td>Anna-Mari Saari</td>
<td>IDBM BIZ &amp; TECH</td>
<td>By appointment</td>
<td><a href="mailto:programmecounsellor-biz@aalto.fi">programmecounsellor-biz@aalto.fi</a></td>
</tr>
<tr>
<td>Anni Santala</td>
<td></td>
<td></td>
<td>( Reserve a time not in use for IDBM ARTS )</td>
</tr>
</tbody>
</table>

ARTS Student Services

Tel. +358 50 342 9758 (Mon-Fri 9 - 15)

Email: studentservices@aalto.fi (primarily for students)

arts-ies@aalto.fi (primarily for faculty and external customers)

Postal address: Learning Services, P.O. BOX 31000, 00076 AALTO

Street address: Learning Services Lounge M311, Väre, Otaniementie 14 (Tue-Thu 9-15. closed until further notice due to Corona Virus pandemic)

Otakaari 1 (Undergraduate centre, Bachelor’s Programmes)

The Student Services of School of Art, Design and Architecture does not have their own, specialised student service desk. Most cases can be handled via email, phone or by appointment. You are welcome to visit our meeting point LES Lounge (Väre 3rd floor room M311).

Starting Point - student services office

- Contact information and opening hours
- Visiting address: Undergraduate centre, Otakaari 1, room Y199a, Otaniemi campus (closed until further notice due to Corona Virus pandemic).
- Find us on the map.

The Student Services offers general guidance to students, regarding e.g.
- general guidance to start getting help on any issues
- enrollment
- study rights
- certificate of attendance (official electronic certificate can be downloaded in WebOodi)
- transcripts of records (official electronic certificate can be downloaded in WebOodi)

Reach us via email studentservices@aalto.fi on these matters:
- non-degree studies
- degree certificates
- studies in other Aalto School or other universities
- international students can also contact the office with questions regarding immigration or other practical issues

Aalto ARTS Learning Services

The departments have planning officers and study coordinators in charge of advising students with study related matters. If you have general questions regarding the studies, you can turn to the staff of the programme or major.

*Note: Email addresses are in the form firstname.lastname[a]aalto.fi (for letters such as ä or ö, use a and o instead)*

Check the meeting point for reserved meetings from the coordinator. Most meetings for Master's students are held in room M311 at Väre and Otakaari 1 A-wing, room A110 for Bachelor students.

### Joint School Learning Services

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager of Learning Services</td>
<td>Iiris Kauppila</td>
<td>+358 50 598 7650</td>
</tr>
<tr>
<td>Student Services Team Leader, JOO studies, Internal Mobility, Non-degree Studies</td>
<td>Virva Sointu</td>
<td>+358 50 470 8580</td>
</tr>
<tr>
<td>Teaching Services Team Leader, Planning Officer</td>
<td>Sari Tarvainen</td>
<td>+358 50 502 7718</td>
</tr>
<tr>
<td>External Customers’ Services, Team Leader, Planning Officer</td>
<td>Anna-Kaisa Antinoja</td>
<td>+358 50 4672734</td>
</tr>
<tr>
<td>Student Services, Study Affairs Secretary</td>
<td>Kirsti Niemensivu</td>
<td>+358 50 544 1490</td>
</tr>
<tr>
<td>Centre for General Studies</td>
<td>Tuula Jääskeläinen</td>
<td>+358 50 911 0381</td>
</tr>
<tr>
<td></td>
<td>Juhana Harju</td>
<td>+358 50 465 7078</td>
</tr>
<tr>
<td>Graduation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accessibility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International services, Incoming exchange students</td>
<td>Suvi Lähteenmäki</td>
<td><a href="mailto:in-exchange-arts@aalto.fi">in-exchange-arts@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>+358 50 4630210</td>
</tr>
<tr>
<td>Outgoing exchange studies</td>
<td>Johanna Virta</td>
<td><a href="mailto:out-exchange-arts@aalto.fi">out-exchange-arts@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>+358 50 358 0886</td>
</tr>
<tr>
<td>International education projects, Staff exchange, Internships abroad and in Finland, internship support</td>
<td>Hanna Karkku</td>
<td>+358 50 562 7709</td>
</tr>
<tr>
<td>Specialist, pedagogy</td>
<td>Tiina Pykkönen</td>
<td>+358 50 520 1033</td>
</tr>
<tr>
<td>Doctoral Programme</td>
<td>Tiina Kotti</td>
<td><a href="mailto:doctoral-arts@aalto.fi">doctoral-arts@aalto.fi</a></td>
</tr>
<tr>
<td>Learning ICT, Oodi, Sisu; Tuition fee related issues, Planning Officer</td>
<td>Jaakko Köhli</td>
<td>+358 50 596 8806</td>
</tr>
</tbody>
</table>
Aalto ARTS degree programme’s contact information

### Department of Architecture

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact Name</th>
<th>Phone</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture (BA)</td>
<td>NN</td>
<td>+358 50 505 9070</td>
<td>Reserve a time</td>
</tr>
<tr>
<td>Architecture (MA)</td>
<td>Sanna Tekonen</td>
<td>+358 50 595 0406</td>
<td></td>
</tr>
<tr>
<td>Creative Sustainability in Architecture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landscape Architecture</td>
<td>Niina Tikkanen</td>
<td>+358 50 5138 480</td>
<td>Reserve a time</td>
</tr>
<tr>
<td>Urban Studies and Planning</td>
<td>Tuula Jääskeläinen</td>
<td>+358 50 911 0381</td>
<td>Reserve a time</td>
</tr>
<tr>
<td>Interior Architecture</td>
<td>Hanna Nyemba</td>
<td>+358 50 514 2889</td>
<td></td>
</tr>
</tbody>
</table>

### Department of Art

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact Name</th>
<th>Phone</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Education</td>
<td>Vilvi Poutiainen</td>
<td>+358 50 3077 267</td>
<td>Reserve a time</td>
</tr>
<tr>
<td>Visual Culture and Contemporary Art (VICCA)</td>
<td>Camilla Selenius</td>
<td>+358 50 518 4980</td>
<td>Reserve a time</td>
</tr>
<tr>
<td>Nordic Visual Studies Art Education (NoVA)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Department of Design

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact Name</th>
<th>Phone</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product and Spatial Design and Contemporary Design</td>
<td>Mervi Palva</td>
<td>+358 50 5138180</td>
<td>Reserve a time</td>
</tr>
<tr>
<td>Collaborative and Industrial Design</td>
<td>Sanna Väisännen</td>
<td>+358 50 562 5776</td>
<td>Reserve a time</td>
</tr>
<tr>
<td>Co-operation and coordination with Shanghai D&amp;I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Study coordinator for CoID Tongji-students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creative Sustainability</td>
<td>Naoko Nakagawa</td>
<td>+358 50 361 3928</td>
<td>Reserve a time</td>
</tr>
<tr>
<td>International Design Business Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Study coordinator for CS and IDBM Tongji-students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master of European Design (MEDes)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fashion, Clothing and Textile Design (MA)</td>
<td>Anne Rautanen</td>
<td>+358 50 441 3033</td>
<td>Reserve a time</td>
</tr>
<tr>
<td>Design, Fashion (BA)</td>
<td>Kristiina Tengvall</td>
<td>+358 50 352 4709</td>
<td>Reserve a time</td>
</tr>
</tbody>
</table>

### Department of Film, Television and Scenography

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact Name</th>
<th>Phone</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Film and Television (majors in BA level)</td>
<td>Juhana Harju</td>
<td>+358 50 465 7078</td>
<td></td>
</tr>
<tr>
<td>University Wide Art Studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Film and Television (MA)</td>
<td>Ilona Virtanen</td>
<td>+358 50 315 2150</td>
<td>Reserve a time</td>
</tr>
<tr>
<td>Costume Design, Production Design and Scenography</td>
<td>Heidi Tukiainen</td>
<td>+358 50 464 1102</td>
<td></td>
</tr>
<tr>
<td>Animation (MA)</td>
<td>Marl Rummukainen</td>
<td>+358 50 441 4038</td>
<td></td>
</tr>
</tbody>
</table>

### Department of Media

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact Name</th>
<th>Phone</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual Communication Design (BA)</td>
<td>Nina Sjölund</td>
<td>+358 50 380 6541</td>
<td>Reserve a time</td>
</tr>
<tr>
<td>Visual Communication Design (MA)</td>
<td>Marl Rummukainen</td>
<td>+358 50 441 4038</td>
<td></td>
</tr>
<tr>
<td>Photography</td>
<td>Jaakko Köhli</td>
<td>+358 50 596 8806</td>
<td>Reserve a time</td>
</tr>
</tbody>
</table>
Starting Point

Visiting address: Undergraduate centre, Otakaari 1, room Y199a, Otaniemi campus. Find us on the map.
Opening hours: Monday–Friday, 12.00–15.00 (no appointments in advance needed)
Email: studentservices@aalto.fi
Tel.: +358 29 442 9280 (open Mon–Fri 9.00–11.00 and 12.00–15.00)

Starting Point is an approachable service where you can ask about anything; we’ll direct you to the right place.

Starting Point takes care of e.g.

- enrolment
- student status certificates
- official transcripts of records (you can order an official digitally-signed transcript of records from Sisu)

School of Business HelpDesk

Visiting address: Ekonominaukio 1, room Y115.
Service hours: Tue at 12-14, Thu at 13-15
Email: studentservices@aalto.fi, study-biz@aalto.fi
Tel: +358 40 353 8107, +358 40 353 8103

At HelpDesk you can get advice on practical questions concerning your studies and right to study, such as:

- Graduation and diplomas
- Application for extension to the right to study
- Application for readmission
- The Flexible Study Rights Agreement (JOO)
- Non-degree studies

Personal study counselling by appointment (see contact information below).

Sisu advisors at the School of Business

Sisu-advising: Help for making a study plan, course enrollment and technical use of Sisu: sisu-biz@aalto.fi

Sisu advisors at the School of Business will organize Sisu clinics for students on Zoom throughout autumn 2021. You can attend the clinics if you are having technical problems with PSP in Sisu. You can join the clinic at any time during the session. Questions are answered in Finnish and English.

Sisu clinics for students on Personal study plan (PSP) Autumn 2021:

- Thu 9.12. at 10-11
- Fri 10.12. at 10-11
- Thu 16.12. at 10-11
- Fri 17.12. at 10-11

Zoom: https://aalto.zoom.us/j/66675868214

Study counselling

<table>
<thead>
<tr>
<th>Last and first name</th>
<th>Areas of responsibility</th>
<th>Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hirvensalo Jenni</td>
<td>Bachelor's admissions</td>
<td><a href="mailto:admissions@aalto.fi">admissions@aalto.fi</a> (Bachelor's admissions)</td>
</tr>
<tr>
<td></td>
<td>Student counselling for 1st year B.Sc. students</td>
<td><a href="mailto:opintotutor@aalto.fi">opintotutor@aalto.fi</a> (Student counselling)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:jenni.hirvensalo@aalto.fi">jenni.hirvensalo@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ekonominaukio 1, room Y115</td>
</tr>
<tr>
<td></td>
<td></td>
<td>040 353 8105</td>
</tr>
<tr>
<td>Teemu Järvi</td>
<td>HelpDesk services</td>
<td><a href="mailto:studentservices@aalto.fi">studentservices@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td>Examinations</td>
<td><a href="mailto:tentit-biz@aalto.fi">tentit-biz@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td>Non-degree studies</td>
<td>Ekonominaukio 1, room Y115</td>
</tr>
<tr>
<td></td>
<td></td>
<td>040 353 8107</td>
</tr>
</tbody>
</table>
Lahti Pia  
Coordination and development of degrees/programs  
Presenting official of academic affairs in the school's expert bodies  
lahti.pia@aalto.fi  
Ekonomiaukio 1, room Y115  
050 512 4204

Leikola Rikka  
Coordination of curriculum / teaching planning  
rikka.leikola@aalto.fi  
Ekonomiaukio 1, room Y115  
050 512 2596

Salla Mäkinen  
Student counselling for 1st year B.Sc. students  
opintotutor@aalto.fi (Student counselling)  
salla.makinen@aalto.fi  
Ekonomiaukio 1, room Y115  
050 413 0861

Nurmi Tanja  
Graduation / MSc diplomas  
Dean's list & Ilikka Kontula grants  
Exemption applications for language requirements  
studentservices@aalto.fi  
Ekonomiaukio 1, room Y115  
040 353 8108

Perret Marie  
URHEA  
Individual study arrangements  
marie.perret@aalto.fi  
Ekonomiaukio 1, room Y115  
040 353 8111

Schultz Annika  
Master's admissions  
Double degree admissions  
admissions@aalto.fi (Master's admissions)  
annika.schultz@aalto.fi  
Ekonomiaukio 1, room Y115  
050 430 3093

Ylähävuori Susanna  
BSc diplomas  
Study right extensions  
non-degree study rights  
leikola.rikka@aalto.fi  
Ekonomiaukio 1, room Y115  
040 353 8103

SISU guidance  
SISU guidance for School of Business students  
sisu-biz@aalto.fi

---

Planning officers of the departments and programmes

Programme specific study counselling and personal study plans (PSP or HOPS). You can reach your planning officer via programmecounsellor-biz@aalto.fi.

<table>
<thead>
<tr>
<th>Last and first name</th>
<th>Department / Programme</th>
<th>Contact information</th>
</tr>
</thead>
</table>
| Yrjänäinen Elina    | Economics                                     | elina.yrjanainen@aalto.fi  
040 353 8110  
Ekonomiaukio 1, room Y115  
Book a time for a meeting here |
| Perret Marie        | Finance                                       | marie.perret@aalto.fi  
040 353 8111  
Ekonomiaukio 1, room Y115  
Book a time for a meeting here |
| Haarala Johanna     | Information and Service Management            | johanna.haarala@aalto.fi  
050 386 7355  
Ekonomiaukio 1, room Y115  
Book a time for a meeting here |
| Kuparinen Anna      | Accounting/Accounting, Business Law           | anna.kuparinen@aalto.fi  
050 376 5328  
Ekonomiaukio 1, room Y115  
Book a time for a meeting here |
| Penttinen Tatiana   | Marketing                                     | tatiana.penttinen@aalto.fi  
040 353 8401  
Ekonomiaukio 1, room Y115  
Book a time for a meeting here |
<table>
<thead>
<tr>
<th>Last and first name</th>
<th>Areas of responsibility</th>
<th>Contact information</th>
</tr>
</thead>
</table>
| Söderholm Berit     | Management studies      | berit.soderholm@aalto.fi  
programme-counsellors-man@aalto.fi  
040 353 8199  
Ekonominaukio 1, room Y115  
Book a time for a meeting here |
| Luomala Vilja       | Management studies      | vilja.luomala@aalto.fi  
programme-counsellors-man@aalto.fi  
050 520 1342  
Ekonominaukio 1, room Y115 |
| Saari Anna-Mari     | IDBM                    | anna-mari.saari@aalto.fi  
040 353 3833  
Väre, room R201 |
| Halminen Kati       |                         | kati.halminen@aalto.fi  
050 5342 204  
Ekonominaukio 1, room Y115 |
| Kulsma Petra        | General student counselling for B.Sc. students, personal study plans in Sisu | petra.kulsma@aalto.fi  
050 4310 566  
Ekonominaukio 1, room Y115  
Book a time for a meeting here |
| Lehtinen Hanne      | Doctoral Candidates    | doctoralprogramme-biz@aalto.fi  
Ekonominaukio 1, Y115  
050 383 6194 |

International Affairs / Student Exchange Services

<table>
<thead>
<tr>
<th>Last and first name</th>
<th>Areas of responsibility</th>
<th>Contact information</th>
</tr>
</thead>
</table>
| Huovinen-Kiuru Sanna | Outgoing exchange students | outgoing-biz@aalto.fi  
Ekonominaukio 1, Y115  
040 353 8370 |
| Krigsholm Sanna     | Outgoing exchange students | outgoing-biz@aalto.fi  
Ekonominaukio 1, Y115  
040 353 8116 |
| Pekkanen Minna      | Incoming exchange students | incoming-biz@aalto.fi  
Ekonominaukio 1, Y115  
040 353 8171 |
| Kurtbay Saira       | Head of International Affairs  
International collaboration and agreements | saila.kurtbay@aalto.fi  
Ekonominaukio 1, Y115  
040 353 8170 |

Aalto University School of Business

Postal address
Aalto University
School of Business
P.O. Box 21210
FI-00076 AALTO
Finland

Visiting address
Ekonominaukio 1
02150 Espoo
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
- **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

**Opening hours**

- Mon 9.30–11.30
- Tue closed
- Thu 12.30–14.30
- Fri closed

**Exceptions to normal opening hours:**

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

**Personnel**

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
<th>Telegram</th>
<th>Reception hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Affairs Secretary</td>
<td>+358 50 362 3017</td>
<td>melissahendren(at)aalto.fi</td>
<td></td>
<td>Mondays at 10-12</td>
</tr>
<tr>
<td>Juha Oksa</td>
<td>+358 50 449 1591</td>
<td>kv-neuvoja-chem(at)aalto.fi</td>
<td></td>
<td>Tuesdays at 8-10</td>
</tr>
<tr>
<td>Kati Sumu</td>
<td>+358 50 471 7391</td>
<td>first(name).lastname(at)aalto.fi</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Study advisors**

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

**Study advisor’s reception time in period II:**

If you have any questions regarding your studies or if you **want to pick up your lab pass**, you can come to the reception without an appointment time.

- Mondays (1.11-29.11, 10.12) at 10-12, master’s study advisor present
- Tuesdays (2.11-7.12) at 8-10, exchange study advisor present
- Thursdays (4.11-9.12) at 10-12, bachelor’s study advisor present

<table>
<thead>
<tr>
<th>Programme</th>
<th>Name</th>
<th>Email</th>
<th>Telegram</th>
<th>Reception hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM Master’s programmes</td>
<td>Melissa Hendrën</td>
<td>msc-advisors-chem(at)aalto.fi</td>
<td>@melissahendren</td>
<td>Mondays at 10-12</td>
</tr>
<tr>
<td>Student exchange</td>
<td>Songwen He</td>
<td>kv-neuvoja-chem(at)aalto.fi</td>
<td></td>
<td>Tuesdays at 8-10</td>
</tr>
</tbody>
</table>
**Student Mobility**

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

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

**Contact information**

**Student Service Desk:** Room 1151, Maarintie 8,

**Tel:** study secretary: 050 305 1020 and 050 439 9053, student study advisors: 050 568 8242

**Telegram:** @opintoneuvot

**WhatsApp:** 050 568 8242

<table>
<thead>
<tr>
<th>Postal address</th>
<th>Visiting address</th>
<th>Phone numbers</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aalto University</td>
<td>Maarintie 8, Espoo</td>
<td>Learning Services (LES) studies-elec(at)aalto.fi</td>
<td></td>
</tr>
<tr>
<td>School of Electrical Engineering</td>
<td></td>
<td>050 305 1020</td>
<td></td>
</tr>
<tr>
<td>P.O. Box 15500</td>
<td></td>
<td>050 439 9053</td>
<td></td>
</tr>
<tr>
<td>00076 AALTO</td>
<td></td>
<td>Aalto University (09) 47001</td>
<td></td>
</tr>
</tbody>
</table>

**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 Sisu).
- you may enroll for the academic year (primarily through Oili, please see instructions)
- you can make changes to your name and address in the student register (primary address can also be changed using Sisu)
- 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

**Our student service desk is open**
on Tuesdays 12–14 and on Thursdays 14–16.

**Exceptional opening hours:**

**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.webropolsurveys.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

Student Services

Visiting address: Computer Science Building, Konemiehentie 2, 02150 Espoo

Postal address: PO Box 15400, 00076 Aalto, Finland

Email: General, recommended e-mail address to contact: studentservices@aalto.fi. Please send your message from your aalto.fi account. This directs the email to the correct school, and your issue can be dealt with promptly. Personal email addresses are in the format firstname.lastname@aalto.fi.