Contact

Professor in charge:
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Planning officer:
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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
- Opening hours
  - Mon closed
  - Tue 12.30–14.30
  - Wed closed
  - Thu 9.30–11.30
  - Fri closed

Exceptions:
- Closed 6.12. (Independence Day)
- Closed 27.- 30.12.
- Closed 6.1. (Epiphany)

The shared e-mail address of the student service desks of all the six schools of Aalto University: studentservices@aalto.fi

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>Study Affairs Secretary Pirjo Häkkinen</th>
<th>tel. +358 50 362 3017</th>
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<tbody>
<tr>
<td></td>
<td>firstname.lastname(at)aalto.fi</td>
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<tr>
<td>Study Affairs Secretary Juha Oksa</td>
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