Admissions to Master's programmes – School of Business

Application steps and applicant's guide to the online application system

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You can start the application process either from Aalto University School of Business admission website or by searching for study options at studyinfo.fi. At studyinfo.fi you can find all study options offered by Finnish higher education institutions. At studyinfo.fi, once you have found the programme you wish to apply for, choose "Fill in application" on the programme description site.

The application form and links to the form are available only during the application period from 15 December 2017 9 am to 24 January 2018 3.00 pm (GMT +2:00).

Selecting the programme

You can apply for one Master's programme at the School of Business. Once you have decided which programme you wish to apply for

1. Choose the Master's programme from the list on the admission site: www.aalto.fi/en/studies/master_admissions/master_biz/#programmes_offered
2. Click "**Apply here**".

3. You will be redirected to Studyinfo.fi.

4. Sign in with your Google account or order a login link to your email. The email address will become your username also in Aalto University's application system. Give an email address that is only in your personal use and valid during the entire selection process. Email is used to contact you during the selection process.

5. Fill in your personal details. You cannot edit the information once you have submitted it. Write your name using capital initials, as Firstname Lastname. Do not use CAPS LOCK or any other than Latin letters (for example do not use русский or中国). **Write your names exactly as in your passport** or other official identification (spelling, including all names).

6. The service will direct you to the registration form of Aalto University's application system https://apply.aalto.fi. Fill in your contact information and create a password for the service. Do not use additional characters (such as русский or 中国) or caps lock in your contact information. Do not write anything else but your address on the address field. It is important to write your **exact and complete address**.

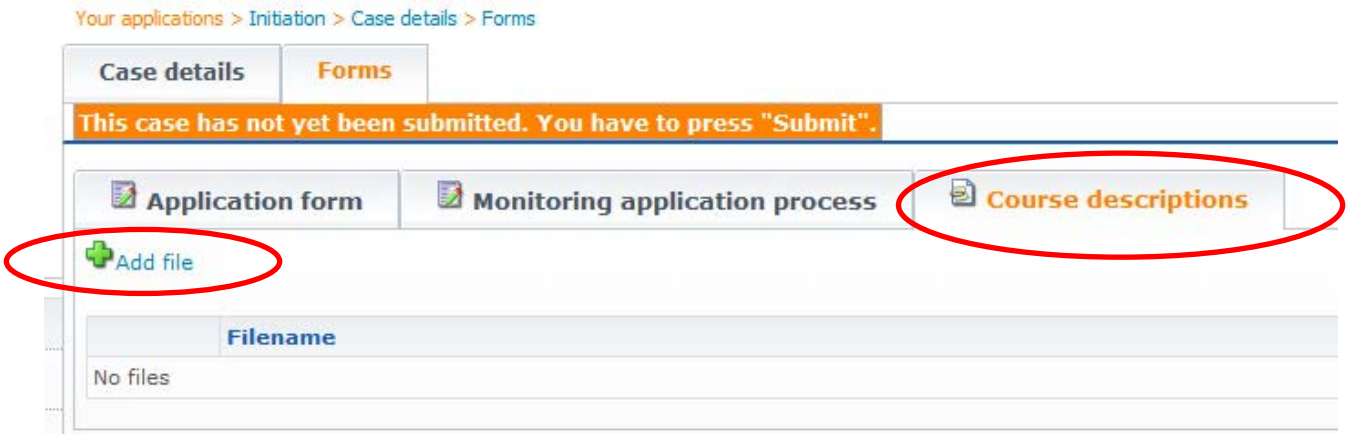
7. After registration you will be redirected to the application form of the programme you have chosen at aalto.fi or at studyinfo.fi.

Filling out the application form

Read the applying instructions before filling out the application form. Information about the admission process and requirements is available at: www.aalto.fi/en/studies/master_admissions/master_biz

8. On the application form you will be asked about your contact information and your educational background. You can change the programme you wish to apply for on the application form.
   - Follow the instructions on the application form. By clicking the symbol you can get more information about a specific question.
   - You can **save** your application form and return to modify it by signing in to apply.aalto.fi before submitting it.
   - If you apply for one of the following programmes: *Creative Sustainability, Economics*, *Entrepreneurship and Innovation Management* or *IDBM (optional)*, the motivation letter is part of the online application form. You can prepare the letter in advance and copy-paste it to the application form. The maximum length of the motivation letter is 4000 characters including the space characters.
   - Your session will expire in 120 minutes if you do not keep it active. Unsaved data will be lost.

9. If you apply to a programme that requires course descriptions, you can attach them to your application in the application system. See the **programme-specicific enclosures** at required application documents. Course descriptions should be uploaded as **one PDF file** and the file named as "Course descriptions_Last name_Application number" (for example: *Course descriptions_Wang_123456*). The maximum file size is 80 MB. Upload the course descriptions in PDF format by clicking the course descriptions page and "**Add file**" (picture 1) before submitting your online application form. Do not upload any other documents than course descriptions. Submit the descriptions only of the relevant courses. Save the file. Alternatively, you can send the course descriptions in paper format with your other application documents, but do not submit them both in paper and in the application system.



Picture 1: Uploading course descriptions in PDF format

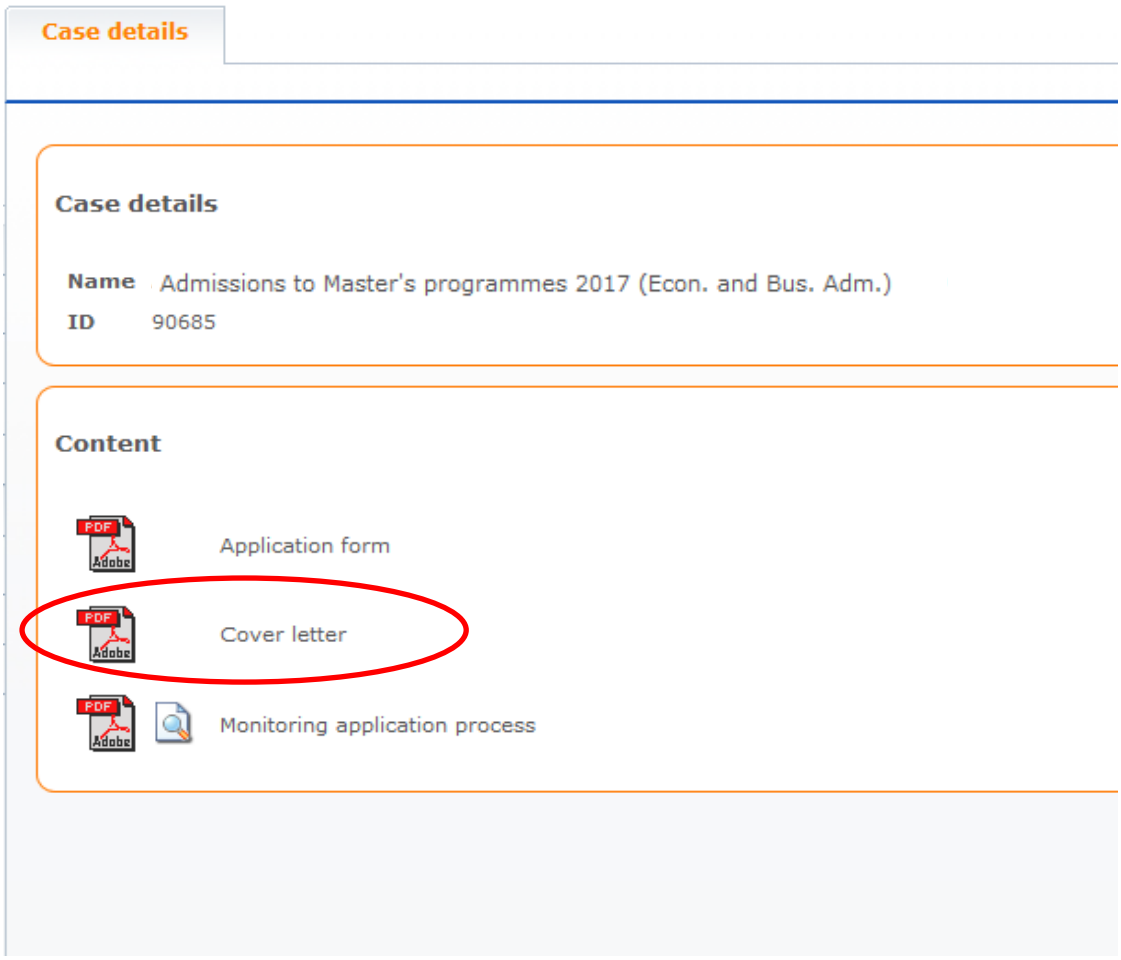
10. Once you have completed your application form and, if required uploaded your course descriptions, **save** your form and click the **Submit** button on the **Case details** page. The application form must be submitted in the system before the application deadline. Also the required application documents need to arrive by mail by **24 January 2018 at 3.00 pm (GMT +2:00).** Application documents cannot be sent electronically (with the exception of course descriptions and the language test and GMAT/GRE test results, which must be delivered as instructed on the above website). Your application can be processed

only if both the online application form and the required documents are received before the end of the application period. Submitting the online application form does not suffice.

The application form is available only during the application period from 15 December 2017 9 am to 24 January 2018 3.00 pm (GMT +2:00). Once the application period has ended, you can monitor the status of your application but cannot make any amendments to it.

11. After submitting your application form in the system, you must print the provided cover letter for your application documents. You can do this on the **Case details** tab. Download the cover letter as pdf file and print it (see picture 2). In some internet browsers you must first save the downloaded pdf file to your computer (right click pdf icon -> Save as) and open it from there before printing.

You cannot print the cover letter before the application form has been submitted!



Picture 2: Download the cover letter

Delivering the application to the university

12. Sign the printed **cover letter** and send it with all the necessary enclosures to:

    Aalto University School of Business
    Learning Services / Master's Admissions
    P.O. Box 21210
    FI-00076 AALTO
    Finland

If you use a courier service (DHL, UPS, FedEx etc.), you need to give the street address instead of the P.O. Box address:

Aalto University School of Business
Learning Services / Master's Admissions
Runeberginkatu 14-16
FI-00100 HELSINKI
FINLAND
(tel. +358 40 353 8114)

The list of the required documents and instructions how to deliver them is at:
www.aalto.fi/en/studies/master_admissions/master_biz/#required_application_documents

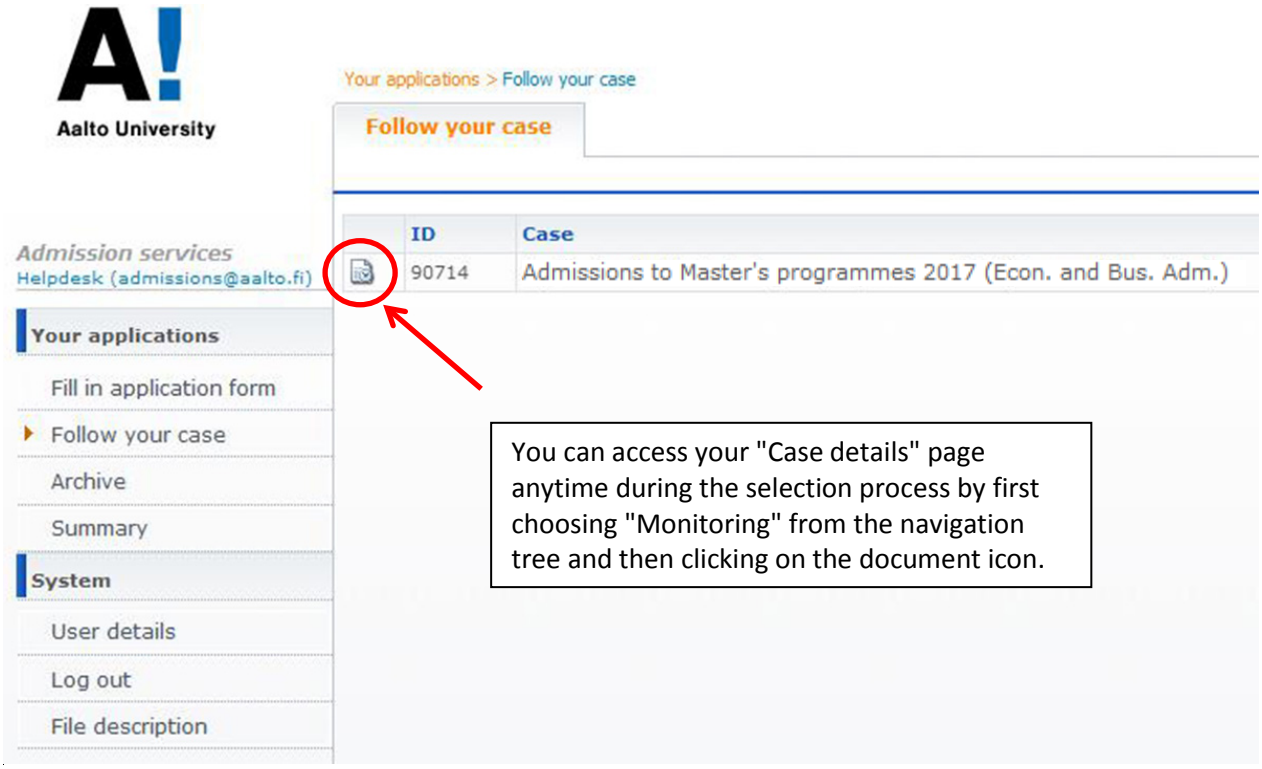
Note also the **Country-specific documentation requirements** and **Programme-specific enclosures**!

The signed cover letter and all enclosures, including the official test scores, must be received by the School of Business no later than 24 January 2018 at 3.00 pm (GMT + 2 hours). Late applications or enclosures will not be considered.

Monitoring your application status

13. Once your application enclosures have been received and registered you will receive an email notification to the email address you have given on the registration form at studyinfo.fi. If your application is incomplete, you will be notified about it by email. For more information about the admission process, please see the website www.aalto.fi/en/studies/master_admissions/master_biz.

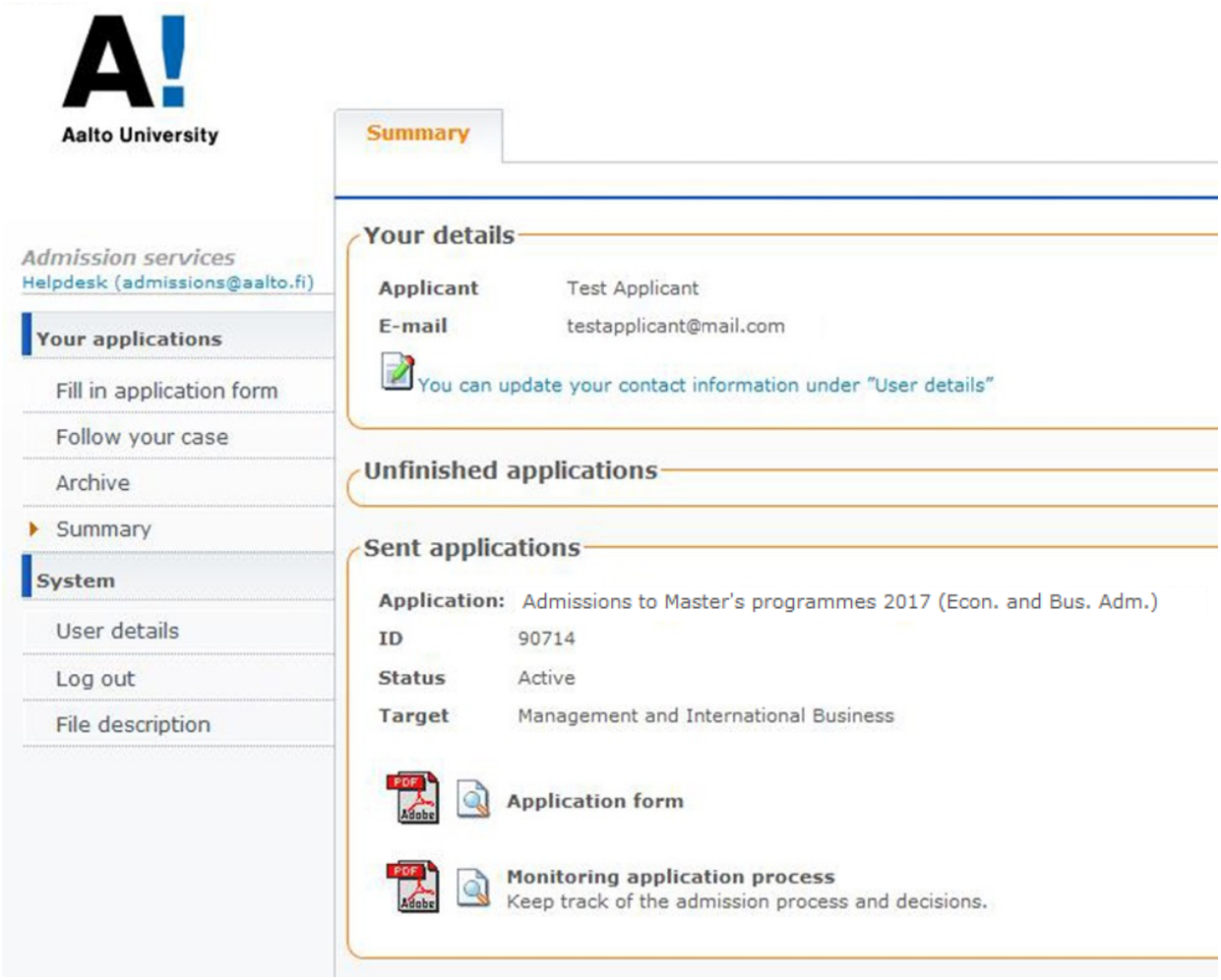
14. You are responsible for checking the status of your application and making sure that all the required documents are delivered as requested by the given deadline. If you notice that some documents are missing from your application, you need to deliver them by the given deadline. You can monitor the status of your application in the online application system. You can access the **Case details** page by logging into the system, selecting **Follow your case** from the navigation tree and clicking on the document icon (picture 3). On the Case details page, open the **Monitoring application process** page. You can access the **Monitoring application process** page also by clicking the icon on the **Summary** page (see picture 4).



Picture 3: Accessing your Case details

15. On the **Summary Page** (see picture 4) the submitted application is listed under the heading **Sent applications**. The application can only be processed after it has been submitted in the application system and the signed cover letter and all the required enclosures have been received.

16. We cannot answer questions about the arrival of application documents or comment on individual applications or their status during the selection process. Use the online application system to monitor the status of your application. The application deadlines and information on publishing the results is available on the university website.



Picture 4: Summary page

If your contact information changes during the process

17. If your contact information changes during the application period or selection process, you are responsible for updating it in the online application system. You can update your information by logging in to the application system and selecting User details from the navigation tree on the left or by clicking the "You can update your contact information under User details" link on the Summary page (see picture 4). The changes are confirmed with your password.

18. Please make sure that you keep your contact information updated during the whole process, also after the end of the application period. Email updates are sent to the address you have given on the registration form. An official letter of acceptance is sent to accepted students.

If you forget your password for the online application system:

- Go to the registration site of the application system at apply.aalto.fi
- Choose Log in to service – With apply.aalto.fi username and password
- Choose Did you forget your password
- Enter the e-mail address you have used to sign in to your account
- The system sends a new password to your e-mail address

If you have questions about the admission process, required enclosures or delivering the application documents

- **Read carefully the instructions and frequently asked questions at:** www.aalto.fi/en/studies/master_admissions/master_biz
- If you still have questions after reading the instructions, please contact us at admissions@aalto.fi and write the Master's programme you apply for to the subject field of the email.