

Applying to Aalto University's Master's Programmes in Art and Design

Guide for Applicants

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You can start the application process either from Aalto University's [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 study option in the field of Art and Design. Once you have decided which programme you wish to apply for:

1. Choose the programme from the list of study options on the field-specific admission site: www.aalto.fi/fi/studies/master_admissions/master_arts/#programmes
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 through the whole admission process. The Admission Services uses this email to inform you about the admission process.
5. Fill in your personal details. You cannot edit the information once you have submitted it. Please enter all your names as they are written on your passport or other official identification. 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).
6. The service will direct you to the registration form of Aalto University's application system 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. Please make sure that you write nothing but your address on the address field.
7. After registration you will be redirected to the application form of the programme you have chosen at aalto.fi or 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_arts






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 will get more information about a specific question.
 - A motivation letter is part of the application form. You can prepare it in advance (max. 4000 characters including the space characters) and copy-paste it to the application form.
 - You can **save** your application form and return to modify it by signing in to apply.aalto.fi before submitting it.
 - Your session will expire in 120 minutes if you do not keep it active. Unsaved data will be lost.


Please note that you can apply only for the programmes you are eligible for. If it is stated on the programme name “Only in Finnish” you can apply for it only if you fulfill the language requirements for Finnish language.

9. If your study option requires an electronic portfolio, attach your portfolio as a PDF file by clicking the portfolio page and “**Add file**”. The file name should be in format Portfolio_Lastname_Application ID number (e.g. *Portfolio_Smith_123456.pdf*). Do not upload any other documents than your portfolio. **Save** the file. If your study option does not require a portfolio, do not attach any documents.

Your applications > Initiation > Case details > Forms

Case details **Forms**

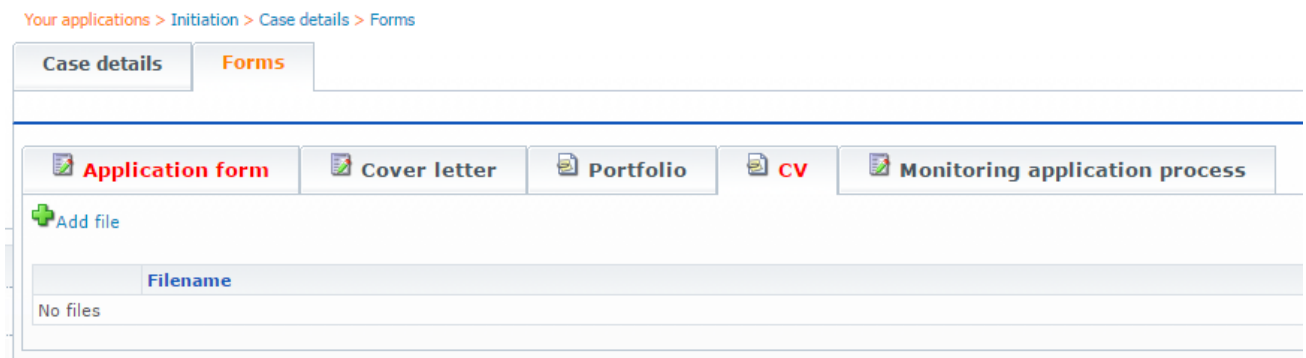
 **Application form**  Cover letter  **Portfolio**  CV  Monitoring application process

 Add file

Filename
No files

Picture 1: Uploading portfolio

10. Attach your CV as a PDF file by clicking the CV page and “**Add file**”. The file name should be in format CV_Lastname_ApplicationID (e.g. *CV_Smith_123456.pdf*). Do not upload any other documents than your CV. **Save** the file.



Picture 2: Uploading CV

11. Once you have completed your application form, uploaded your CV and depending on the study option your electronic portfolio, **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)**. Your application can be processed only if both the online application form and the required documents are received by the Admission Services before the end of the application period. Submitting the online application form does not suffice.

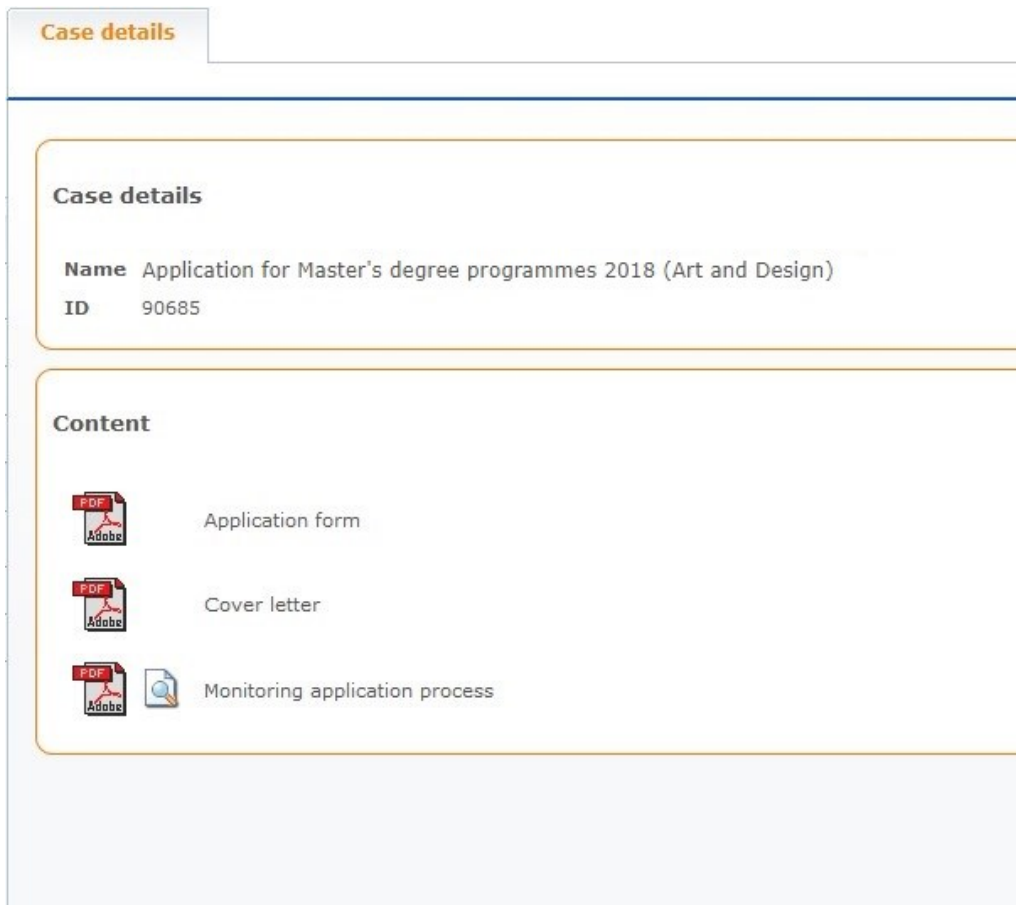
Do not send several online application forms. You can only apply to one study option in the field of Art and Design. If you are unsure which programme you would like to apply for, save your unfinished application form without submitting it, and you can return to modify the form later.

If you submit the online application form and then notice you have made a mistake, do not fill in a new form. Instead, send an email to admissions@aalto.fi and request for your form to be returned to you. Once the form is returned to you in the system, you can log into your account and make alterations. Remember to submit the form again after you are done modifying the information.

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. Also, you cannot upload your CV or portfolio to your application once you have submitted it.

12. After submitting your application form in the system, you have to print the provided cover letter for your application documents. You can do this on the **Case details** tab. Download the cover letter as a PDF file (see picture 3). 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!](#)



The screenshot shows a web interface with a tab labeled "Case details". Below the tab, there is a section titled "Case details" containing the following information:

- Name:** Application for Master's degree programmes 2018 (Art and Design)
- ID:** 90685

Below this, there is a section titled "Content" which lists three items:

-  Application form
-  Cover letter
-   Monitoring application process

Picture 3: Download the cover letter

Delivering the application to the university

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

**Aalto University
Admission Services
P.O. Box 11110
FI-00076 AALTO
Finland**

If you use courier services (DHL, UPS, FedEx etc.) or bring the application documents in person, the street address is:

**Aalto University
Admission Services
Otakaari 1
FI-02150 ESPOO
FINLAND
tel. +358 2944 29290**

The list of required documents and instructions how to deliver them can be found at:

www.aalto.fi/en/studies/master_admissions/master_arts/#required_application_documents

The cover letter and all enclosures must be received by the Admission Services no later than 24 January 2018 at 3.00 pm (GMT + 2:00). Late applications will not be considered.

Monitoring your application status

14. Once your application enclosures have been received you will receive an email notification to the email address you have given on the registration form at studyinfo.fi. The Admission Services checks the application and only eligible applications will be sent to the academic evaluation in the programmes. If your application is incomplete, you will be notified about it by email. Missing documents must be delivered by the given deadline. For more information about the admission process, please see the website www.aalto.fi/en/studies/master_admissions/master_arts.
15. You are yourself responsible for checking the status of your application and making sure that all the required documents are delivered as requested by the given deadline. You can monitor the status of your application in the 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 4). 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 5).

The screenshot shows the Aalto University application system interface. On the left is a navigation menu with the A! logo and 'Aalto University' text. The menu includes 'Admission services Helpdesk (admissions@aalto.fi)', 'Your applications' (with sub-items: 'Fill in application form', 'Follow your case', 'Archive', 'Summary'), and 'System' (with sub-items: 'User details', 'Log out', 'File description'). The main content area is titled 'Your applications > Follow your case' and contains a 'Follow your case' button. Below this is a table with two columns: 'ID' and 'Case'. The table lists two cases: ID 90698 for 'Application for Master's degree programmes 2018 (Art and Design)' and ID 90687 for 'Nordic Master Programmes Application 2014'. A red circle highlights the document icon in the first column of the first row. To the right of the table, a text box states: 'You can access the "Case details" page anytime during the selection process by first choosing "Follow your case" from the navigation tree and then clicking on the document icon.'

ID	Case
90698	Application for Master's degree programmes 2018 (Art and Design)
90687	Nordic Master Programmes Application 2014

Picture 4: Accessing your Case details

16. On the **Summary** page (see picture 5) you can see your applications at a glance. The applications that have been submitted in the system are 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.

The screenshot displays the 'Summary' page of the Aalto University application system. On the left is a navigation menu with sections for 'Admission services', 'Your applications', and 'System'. The main content area is titled 'Summary' and is divided into three sections: 'Your details', 'Unfinished applications', and 'Sent applications'.

Your details

Applicant	Test Applicant
E-mail	test.applicant@email.com

You can update your contact information under "User details"

Unfinished applications

Application:	Application for Master's degree programmes 2018 (Art and Design)
ID	90698
Status	New
Target	Master's Programme in Fashion, Clothing and Textile Design

Edit application
Here you can edit your unsubmitted application. Remember to save your application and submit it in the system.

Sent applications

Application:	Nordic Master Programmes Application 2014
ID	90687
Status	Active
Target	Nordic Master Programme in Maritime Engineering

Application form

Monitoring application process
Keep track of the admission process and decisions.

Picture 5: Summary page

17. During the selection process the Admission Services is unfortunately not able to answer questions about the arrival of documents or comment on individual applications or their status. Use the online application system to monitor the status of your application. The application deadlines and information on the publication of results is available on the university website:

www.aalto.fi/en/studies/master_admissions/master_arts.

If your contact information changes during the process

18. If your contact information changes during application period or the 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 5). You must confirm the changes with your password.

19. 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

- 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 email address you have used to sign in to your account
- The system sends a new password to your email address

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

- Read carefully the instructions at: www.aalto.fi/en/studies/master_admissions/master_arts
- If the answer is not available on our website, please contact the Admission Services: admissions@aalto.fi