

**APPLICATION FOR READMISSION (RETURN OF THE RIGHT TO STUDY)****A005**

School	Degree programme or research field (doctoral students)
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**PERSONAL DETAILS**

Family name and given names	Student number/Date of birth
Address	Telephone number
Postal code and city	E-mail

**DETAILS OF APPLYING FOR READMISSION**

In accordance with the Universities Act (Yliopistolaki 558/2009, sections 39 and 43), students who do not enrol in a manner decreed by the university shall forfeit their right to study. Such students are recorded as non-enrolled students in the student register and are not entitled to pursue any studies. You may apply for readmission as a student ('a return of the right to study') by submitting this form to the Learning Services. If you have several rights to study towards a degree at Aalto University, please clearly indicate the degree programme you wish to be readmitted into. Students who have started their studies towards a bachelor's or master's degree in the academic year 2005–2006 or later have a limited permissible duration of studies. Such students can only be readmitted if they have not exceeded the maximum duration of studies or the extension granted to the right to study. If the maximum duration of your studies or a previously granted extension to your study right has been exceeded, apply for an extension to your study right, not for readmission. Please contact Learning Services for instructions.

You will be charged a handling fee of €50 for the processing of your application for readmission. (Government decree 1082/2009, Section 4 (Valtionneuvoston asetus yliopiston toiminnassa perittävistä maksuista (1082/2009))) Please attach a receipt of the payment to the application. The handling fee is nonrefundable. Payment instructions can be found below.

**A)** If your period of non-enrolment has lasted for less than one academic year, you may apply for readmission simply by submitting this form and attaching a receipt of the handling fee payment. The period of non-enrolment is considered to have lasted less than one academic year also if you have failed to enrol during the set enrolment period in a maximum of two consecutive terms (e.g. in autumn term 2024 and spring term 2025) and apply for readmission before the end of the enrolment period following these (i.e. within the enrolment period for the autumn term of 2025).

**B)** If your non-enrolment has lasted for more than one academic year, you must attach a goal-oriented and feasible plan for completing your studies within a reasonable time ('graduation plan'). Doctoral students must attach research plan, credit plan, supervision plan, career plan and funding plan (DPSP).

**I hereby apply for readmission to the Degree Programme in \_\_\_\_\_ leading to the degree of \_\_\_\_\_.**

**My last enrolment at Aalto University was in the academic year \_\_\_\_\_.**

**Reason for the failure to enroll: \_\_\_ I forgot to enroll by the deadline \_\_\_ Other reasons**

**REQUIRED APPENDICES**

**A & B)** Regardless of the duration of your non-enrolment, attach a receipt of the payment of the application handling fee. Payment instructions are below.

Account owner: Aalto University Foundation sr  
IBAN: FI47 1660 3000 0735 05  
BIC: NDEAFIHH  
Reference number: 70000810  
Amount: 50 EUR

**B)** If your non-enrolment has lasted for more than one academic year, you must attach a goal-oriented and feasible plan for completing your studies within a reasonable time ('graduation plan'). Doctoral students must attach research plan, credit plan, supervision plan, career plan and funding plan (DPSP).

**SIGNATURE OF APPLICANT**

Date	Signature
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**SCHOOL DECISION**

☐ The student is readmitted and re-registered as a student. The student must enrol as either an attending or non-attending student within 28 days of the decision date.

☐ The student is not readmitted. (See appendix for details)\*\*

Date	Signature and printed name of decision-making official
Date	Signature and printed name of presenting official

Filled in by school:

date of receipt \_\_\_\_/\_\_\_\_ 20\_\_\_\_

\*\* Dissatisfied students may apply for rectification of a decision concerning the forfeiture of the right to study to the dean of the school within 14 days of receiving notification of the decision (Universities Act, Section 82 (2), Yliopistolaki (558/2009)). A decision sent to the recipient as a regular letter is considered to have reached the recipient within 7 days of the date of mailing of the letter. A rectification request addressed to the dean of the school shall be submitted to Aalto University Registry P.O. BOX 11000, FI-00076 AALTO by the closing time of the Registry on the due date. An appeal against a decision by the dean concerning a rectification request may be lodged with the Administrative Court of Helsinki within 30 days of receiving notification of the decision. No appeal may be lodged against a decision by the administrative court (Universities Act, Section 84 (3), (Yliopistolaki 558/2009)).