



Visiting Guidelines

Inbound academic visits to Aalto

Valid from 21 November 2025

Slide 5 for short-term academic visitor diagram updated on 4 March 2025
Slide 7 for evaluation criteria and slide 8 for issuing invitation letters
updated on 21 Nov 2025

Please note that these guidelines only cover sanctions, export control, and research security related to inbound academic visits for the purpose of research/artistic and education activities. With other matters, please contact school HR.

Who do these guidelines apply to?

- These instructions apply to **academic visitors/visits** to Aalto. **An academic visitor** is an individual who arrives in Aalto for academic (research, artistic or educational) purposes, and who is:
 - affiliated to another academic or research institution, company, government agency or non-profit organization, or is self-supported (e.g., a grant recipient).
 - not employed by Aalto.

Why guidelines on inbound visits to Aalto are needed?

- We are proud of the international reach of Aalto and welcome visiting scientists, scholars and researchers from around the world. This continues to be a priority also in the future.
- However, in the current geopolitical situation, regulations regarding export control and sanctions, as well as research security aspects, limit cooperation with certain persons, universities or institutions, even if there are good scientific grounds for such cooperation.
 - Therefore, we cannot welcome academic visitors or short-term academic visitors, make promises of such visits or issue invitation letters until the process according to these Guidelines has been completed and an approval has been obtained.
- To comply with relevant laws, Aalto needs to
 - know the potential visitors, their affiliations, and purpose of visit.
 - ensure that the visit does not cause violations of relevant laws or regulations.
 - know the recipients of invitation letters and the purpose for invitation.
 - manage the process given in these guidelines in a professional manner.

Key changes between the old and new academic visitor guidelines

- The new process for inbound visits is simpler and more straight-forward than the old visitor process, requiring less work from Aalto's academic and service personnel
- New visiting guidelines recognizes short-term academic visits, and allows short-term academic visitors to arrive in Aalto with the appropriate processes
- For the ease of reference, previously separate instructions on issuing of invitation letters have now been incorporated to the new visiting guidelines
- Criteria for risk evaluation in the Provost decision stage has been clarified
- Appendix 1 has been revised
- The visitor and host forms have been updated

Short term academic visitor or academic visitor?

1. Short-term academic visits (see the process diagram for 'Short-term academic visits' on slide 5):

- The visit lasts **maximum of 30 days**.
- The short-term academic visitor gets **a token for limited individual access to selected Aalto premises excluding laboratories**.
- **No Aalto ID**. If wider access rights and/or Aalto ID are needed follow the 'academic visitor diagram'.
- It is **not possible to chain** short-term academic visits.
- Please note that if a short-term academic visitor is always accompanied by an Aalto employee **and does not require a token for individual access to Aalto premises**, the process outlined in these instructions is not required.

2. Academic visits (see the process diagram for 'Academic visits' on slide 6):

- The academic visit lasts **maximum of 2 years** (approvals for longer academic visits are not granted)
- The academic visitor is granted **individual access to Aalto's premises or research infrastructure and/or the possibility to use Aalto's resources, including Aalto ID**.
 - Please note that virtual academic visitors who only need an Aalto ID are still considered academic visitors.
- If there is a need to extend the academic visit, please do the approval process again before the end of the original visit period.

Short-term academic visitor diagram

Follow this diagram, if the visit lasts **maximum of 30 days**, and the visitor **gets a token for limited access to Aalto premises** (If Aalto ID and/or access rights to laboratories and/or research infrastructures is needed, or the visitor is affiliated to a company, please follow the academic visitor diagram on slide 6).

Host in Aalto* checks feasibility of the short-term academic visit

Feasibility for a short-term academic visit requires the following:

- The short-term academic visit benefits Aalto
- The short-term academic visitor has a current affiliation to a university, research institute or other higher education institution
- No affiliation to any entity in Belarus, North Korea, Russian occupied areas, Russia or Syria

If the short-term academic visitor is affiliated to an institution located in a country listed in Appendix 1, please contact your designated person who will conduct a sanctions check.

Host in Aalto orders token to short-term academic visitor

Please go to the internet pages [Access right request](#) and review: [Short-term visitor | Aalto University](#) for instructions

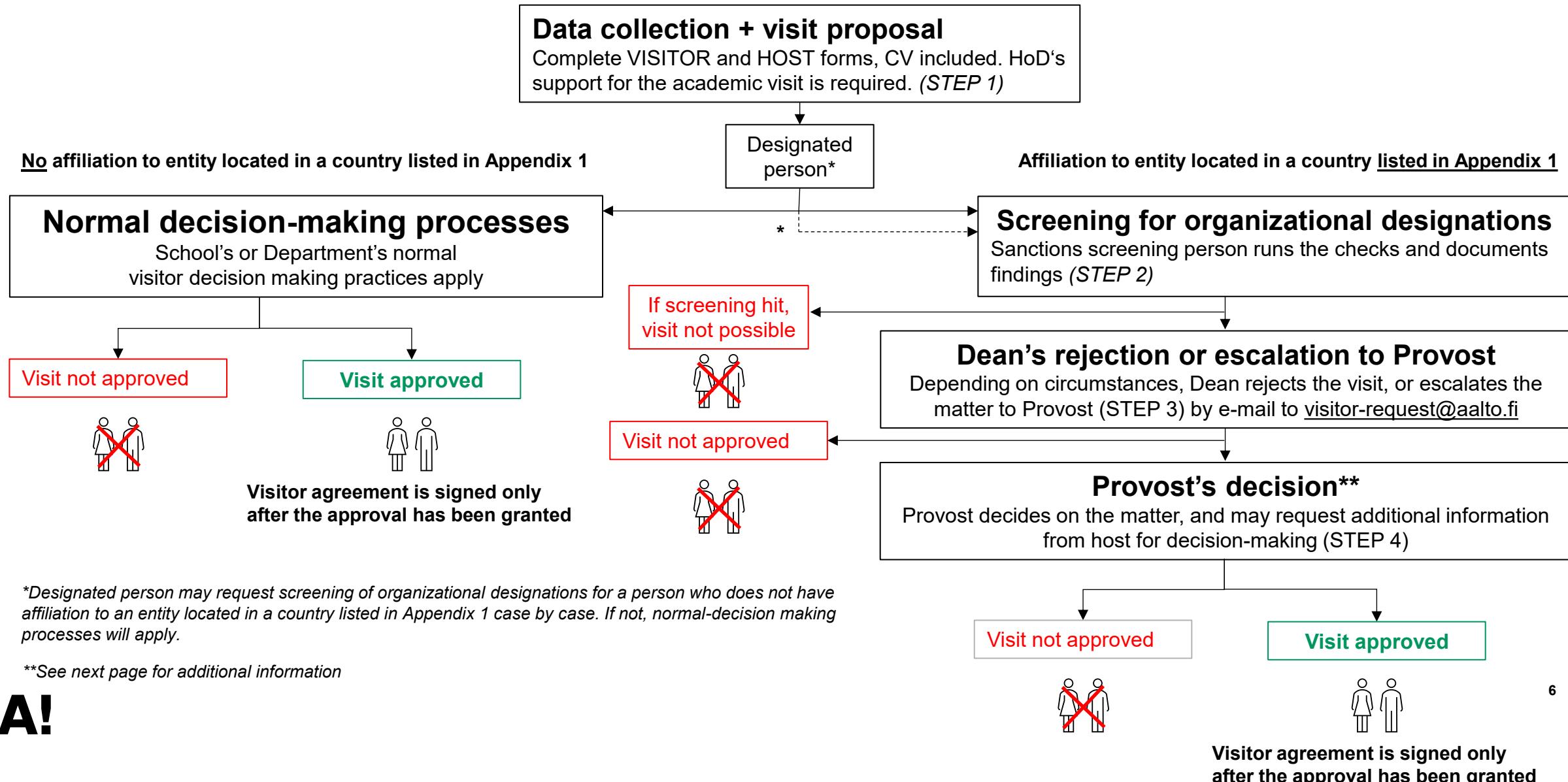
Short-term academic visitor collects token

Short-term academic visitor accepts the rules for use of token by signature

*Host in Aalto is responsible for the short-term academic visitor during his visit. It is not possible to chain short-term academic visits. Following employees of Aalto qualify as hosts for a short-term academic visitor: all professors (including 1st term and 2nd term assistant professors) and permanently employed academic staff.

Academic visitor diagram

Follow this diagram, if the visit lasts **maximum of 2 years**, or the visitor is granted **individual access to Aalto's premises or research infrastructure and/or the possibility to use Aalto's resources, including Aalto ID**.



Additional information

- In the Provost decision stage, a case-by-case risk evaluation will be conducted related to sanctions, export control, and research security compliance. The evaluation will be based on the following factors:
 - Current and past cooperation with the academic visitor and potential future collaboration
 - Purpose of the academic visit and its benefits to Aalto
 - Aspects related to export control regulations, sanctions programs, and research/knowledge security
 - Sensitivity of the involved research field
 - Aalto's research infrastructure and premises to be used by the academic visitor
 - Research interests of the academic visitor and the host, including the host's current portfolio of research activities
 - Affiliations, research network and funding of the academic visitor
 - Potential risk for misuse and diversion
 - Other relevant factors on a case-by-case basis
- The host may be required to provide more information on the aforementioned factors.

Instructions for issuing invitation letters in certain circumstances

These instructions apply when a professor in Aalto considers issuing an **Invitation Letter** to an individual affiliated with an entity located in, or receiving funding from anyone in, a country listed in [Appendix 1](#), if the purpose of the invitation letter is to enable such individual to arrive in Aalto for academic visit or for the purposes related to seeking an enrollment at Aalto.

- Provost's prior approval is required before an **Invitation Letter** can be signed and sent.
 - If you are writing an invitation letter for attending a conference or for an info visit, you do not need to follow this process
- Documentation required:
 - An **up-to-date CV** of the person to whom the invitation letter would be sent to
 - A **brief description of the purpose** of the Invitation Letter including **information on what the person would do at Aalto**.
 - **Information on the funding** the person relies on (i.e. the grants the person has secured or will apply for, including terms and conditions of funding)

Contact person and additional information

- All requests should be submitted to email address visitor-request@aalto.fi

Please note the following

- Approval of the Invitation Letter **does not remove the need to approve the actual academic visit** if the person comes to Aalto as an academic visitor.
- **All Invitation Letters must be signed by Head of Department or Dean** (professor has no longer authority to sign an Invitation Letter – this applies to also those Invitation Letters that do not require Provost's approval according to these instructions)

Appendix 1: Embargoes and Restrictions

Sanctions screening (STEP 2) will be used to determine whether the prospective academic visitor's home organization or any other affiliated organization is in any sanction list administered by EU, UN, US or UK.

Table drafted by Solid Plan Consulting Oy on the basis of global sanctions programs at the time of issuance of the guidelines. Table will be updated as necessary by the University's Compliance Officer

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Country / Area	Embargo-like Trade Restrictions	Very Extensive Trade Restrictions	Extensive Trade Restrictions	Targeted Trade Restrictions / Arms Embargoes
Cuba				
Iran				
North Korea				
Russian occupied areas				
Syria				
Belarus				
Russia				
Myanmar/Burma				
Venezuela				
Afghanistan				
Armenia				
Azerbaijan				
Central African R.				
China				
Congo (DRC)				
Haiti				
Iraq				
Lebanon				
Libya				
Somalia				
South Sudan				
Sudan				
Yemen				
Zimbabwe				