**REQUEST FOR INDIVIDUAL ARRANGEMENTS FOR THE ENTRANCE EXAMINATION AT THE BACHELOR’S PROGRAMME IN DESIGN AT AALTO UNIVERSITY**

With this form, you can request individual arrangements during the entrance examination**. Before filling out this form, read the instructions for requesting individual arrangements on the** [**university website**](https://www.aalto.fi/en/node/87816)**.**

**INFORMATION ABOUT THE APPLICANT**

|  |  |
| --- | --- |
| Last name and given names: | Finnish personal identity code: |
| E-mail address: | Phone number: |
| Address: | |

**What individual arrangements do you apply?** (e.g. small group space, option to use assistive device etc.). NB! No extra time is granted in the entrance examinations in the field of Art and Design.

**What are the justifications for requesting individual arrangements?** (Possible diagnoses and other justifications for the support actions requested).

Date: .              2024 Signature:

Name clarification:

**ENCLOSURES TO THE REQUEST**

Attach to the request a medical or expert opinion, which will tell why and what kind of individual arrangements you need. The issuer must have sufficient professional qualifications to assess your operational limitations and the needs of individual arrangements. For example, due to an injury or illness, a person requesting individual arrangements should attach a medical certificate to the request.

The expert opinion must

* Contain the reason why you need individual arrangements (possible diagnoses and other justifications for requesting support measures),
* Specify what kind of individual arrangements are recommended for you,
* Include your personal data
* Include the name and position of the issuer (profession/expert role), and
* Include a date of issue.

The term of validity of the statements is considered on a case-by-case basis depending on the persistence of injury, illness or learning difficulty. For dyslexia, statements acquired at or after the age of 16 are considered.

Do not submit original certificates. Be prepared to present original certificates at the start of the studies if you are accepted into the study programme. Information on the health of the applicant is confidential (Article 24 of Act on the Openness of Government Activities)

**SUBMISSION OF THE REQUEST**

Always request individual arrangements at the university where you take the entrance exam.

The request should reach the university:

* In the first spring joint application to higher education 2024: by **3 pm (GMT +2)** **on 24 January 2024**

If the need for individual arrangements arises or is established after the given deadline, you must promptly submit the request for individual arrangements to the admissions services.

For further information, contact entranceexaminations@aalto.fi.