

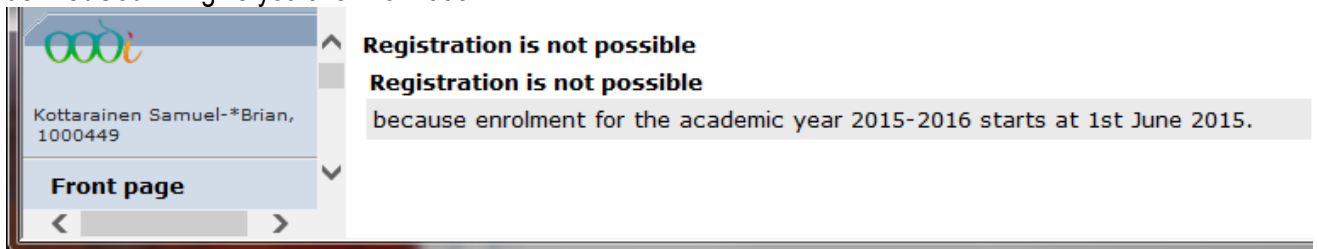
TERM ENROLLMENT

NOTE! The enrollment page opens only when it is possible to enroll!

Enrolment is possible for the Academic year from 1st June till 31st August and for spring term from 1st of Dec till January.

You will find the exact times in UNI: <https://uni.lut.fi/en/web/lut.fi-eng/enrolments>

If you wish to enroll outside the enrolment periods, please contact the Student Affairs Office (Opinto at lut.fi) as WebOodi will give you this information:



You can enroll to study events only when your term enrolment is done and you are present.

You'll find the contact information to Student Affairs Office from here: <https://uni.lut.fi/en/web/lut.fi-eng/student-affairs-office1>

Click from the left Term enrolment:

Phase 1/4: Check your data

Enrolment for the entire academic year starts at the beginning of June and for the spring semester at the beginning of December. More detailed schedules are available in Uni: <https://uni.lut.fi/en/web/lut.fi-eng/enrolments>

Remember to check and update your information before enrolment. If there are problems regarding the information, please e-mail the Student Affairs Office ([opinto\(at\)lut.fi](mailto:opinto(at)lut.fi)).

Lappeenranta University of Technology has issued Ethical guidelines for academic studies. Students enrolled as attending are expected to read the guidelines and observe them. The Ethical guidelines for academic studies are available at <https://uni.lut.fi/en/web/lut.fi-eng/ethical-guidelines>

LUT sends students e-mail to a student.lut.fi address, which is automatically created for each student. As of 1 August 2014, students will no longer be able to change the lut.fi address themselves. More information: <https://uni.lut.fi/en/web/lut.fi-eng/id-instructions>.

The validity period in the study rights section applies to students who have started their studies after 1 August 2005. Further information: <https://uni.lut.fi/en/web/lut.fi-eng/time-available-for-the-completion-of-the-degree>

[Help](#)

Name Kottarainen Samuel- *Brian

Primary Study Right

[Other Study Rights](#)

Granted by Lappeenranta University of Technology
Scope Bachelor's degree
Valid 01.09.1998 -
Decree Decree 2005
Degree Bachelor of Science (Economics and Business Administration)
Degree programme Business Administration
Major subject Management of SMEs
Subject Management and Organization
Subject Business Law

Address information

Address Skinnarilankatu 32 Private address
Postal Code 55610 IMATRA
Country Finland
Current Place of Domicile Savonlinna
Mobile Phone Private mobile phone
Telephone number
E-mail Address brian.kottarainen@lut.fi
Homepage www.lut.fi
The Role of Address Postal address
Validity For now

Registration

I have checked my personal information on this page (you will not be able to enroll without checking this).

Semester	Status now	Attending	Non-attending	Registration time
Autumn 2015	Non-attending	<input type="radio"/>	<input checked="" type="radio"/>	01.05.2015 - 30.08.2015
Spring 2016	Attending	YES		01.05.2015 - 30.08.2015


If you have registered to be non-attending, you may change your registration to be attending later inside the registration time.

Check your personal information, especially your contact information should be correct.

Tick the box "I've checked my personal information".

Choose the right semester(s) and whether you want to enroll Attending or Non-attending and click Register!

When you enroll as Absent you will get this information:



Phase 4/4: Receipt of registration

Your registration has been accepted:
 Autumn 2015 Absent no membership of the Student Union
 Spring 2016 Absent no membership of the Student Union


FOLLOW THE ORDERS GIVEN ON SCREENS Information on the effect of your enrolment on the time available for the completion of your studies



You will also get information how this affects your study rights.

When you enroll as present, you will get this information for the Student Union fee and other optional fees:

 Phase 2/4: Choosing the payments To register as attending for Autumn 2015 and Spring 2016 you must pay the membership fee of the Lappeenranta University of Technology Student Union. The fee consists of the actual membership fee and the Finnish Student Health Services (FSHS) fee, which the Student Union uses to purchase health services for its members. Other fees are optional. This year's voluntary donation goes to the Lappeenranta association for mentally disables. If you are a postgraduate student and do not wish to pay the Student Union membership fee, please click continue.	Recipient: Lappeenrannan teknillisen yliopiston ylioppilaskunta Name of payer: Samuel- *Brian Kottarainen Pay date: NOW	Message Mandatory fee Student Union Fee 117,00 EUR * Optional fees Optional fee for Lappeenranta association for mentally disables 5,00 EUR <input checked="" type="checkbox"/> * Obligatory payments <input type="button" value="CONTINUE"/>
	<input type="button" value="Return to start"/>	

Feel free to choose the optional fee and click CONTINUE

 Phase 3/4: Checking the payment form and moving on to bank Help	Recipient: Lappeenrannan teknillisen yliopiston ylioppilaskunta Name of payer: Samuel- *Brian Kottarainen	Message Student Union Fee 117,00 EUR * Optional fee for Lappeenranta Kehitysvammaisten tuki ry 5,00 EUR * The payment is required Pay date: NOW Sum: 122,00 EUR
	<input type="button" value="CHANGE"/> <input type="button" value="Return to start"/>	

[Terms of delivery for card payments](#)


Make the payment at your net bank by choosing the symbol of PayTrail and at next page the symbol of your net bank or creditcard company. Remember to return to Weboodi after your payment is done.
OR
Print this form from your browser and make the payment by using the index number on the form

You can choose how to pay the fee:

- 1) Using PayTrail: You need Online Banking authentication and the fee have to pay at once. Remember to return to WebOodi by following instructions. It is also possible to use Credit Cards.
- 2) You can print the payment slip and pay it later the way you want to your bank using the index number which you can find from the payment slip.

1) Using PayTrail









- Select payment method by clicking the right symbol:

 Finnish Web Payments (Suomen Verkkomaksut) is now Paytrail. Suomeksi | In English | På Svenska

PAYMENT DETAILS


Payment recipient / supplier: Lappeenranta teknillisen yliopiston ylioppilaskunta
[\(Show information\)](#)
Order number: 99991000449001577750
Total: 59,50 € [\(Show information\)](#)

SELECT PAYMENT METHOD


					Handelsbanken
S-Pankki	Aktia				+ 1,49 €

Paytrail Oyj is shown as the payment recipient. The payment is settled to: Lappeenranta teknillisen yliopiston ylioppilaskunta.

[Cancel payment](#) Paytrail Plc is a payment institution which is supervised by the Finnish Financial Supervisory Authority.
© 2007-2014 Paytrail Plc Business ID 2122839-7 www.paytrail.com

 [Service description](#) | [Payment service provider's information](#) | [Safety information](#)

NOTE that the Credit card company charges a fee of using it.

 **OP-Pohjola Group's Web Payment service** På svenska Suomeksi

1 Identification 2 Key number query 3 Payment confirmation 4 Payment completed

Enter your username and password in the fields below and click Continue.


OP Internet Service uses an SSL-protected connection, making it safe to use. To use the service, make an online service agreement at your bank.

Username


Password

© OP-Pohjola Group

When you have paid

 **OP-Pohjola Group's Web Payment service**

1 Identification 2 Key number query 3 Payment confirmation 4 **Payment completed**

 **Payment paid as real-time payment**

You will be returned automatically to the retailer's web site in three seconds.

[> Return to the retailer's web site](#)

© OP-Pohjola Group

You will return to WebOodi in few moments (or you will get a link to return to WebOodi) and you get this information :

Phase 4/4: Receipt of registration

Your registration has been accepted:
Autumn 2015 Present Member of the Student Union
Spring 2016 Present Member of the Student Union

[Return to WebOodi main page](#)

Information on the effect of your enrolment on the time available for the completion of your studies

You will also get information how this affects your study rights.

Check that your enrolment is correct:

Student information

LUT sends students e-mail to a student.lut.fi address, which is automatically created for each student. As of 1 August 2014, students will no longer be able to change the lut.fi address themselves. More information: <https://uni.lut.fi/en/web/lut.fi-eng/id-instructions>.

The validity period in the study rights section applies to students who have started their studies after 1 August 2005. Further information: <https://uni.lut.fi/en/web/lut.fi-eng/time-available-for-the-completion-of-the-degree>

LUT Student number	1000449	Status	Present
Name	Kottarainen Samuel-*Brian	ID_number	011279-

Primary Study Right

Granted by	Lappeenranta University of Technology
Scope	Bachelor's degree
Valid	01.09.1998 -
Decree	Decree 2005
Degree	Bachelor of Science (Economics and Business Administration)
Degree programme	Business Administration
Major subject	Management of SMEs
Subject	Management and Organization
Subject	Business Law

[Other Study Right](#)

Study status information

Semester	Study status	Member of the student union	Reg.date
Spring 2016	Attending	Yes	21.05.2015
Autumn 2015	Attending	Yes	21.05.2015
Spring 2015	Attending	No	25.11.2014
Autumn 2014	Attending	Yes	07.10.2014

[All study status information](#)

If you return from the bank without paying or interrupt your session, you will get this information:



2) Using the printable payment slip:

Phase 4/4: Print the payment slip**How to make the payment:**

Print this form from your browser and make the payment by using the index number on the form. After printing press the button 'Return to WebOodi main page'.

Remember to take the receipt of the payment from the bank!

FORWARD THE RECEIPT TO THE STUDENT AFFAIRS OFFICE!

If you should have any problems, please contact Student Affairs Office at once.

Note! Registration to teaching events of 1. period are closed by 5.9.2015 at 08.00 p.m and you are able to register if your status is attending.

[Print payment slip](#)

[Back to previous page](#)

[Return to WebOodi main page](#)

Recipients account numbers:

NORDEA:
IBAN: FI9410913000310351
BIC:NDEAFIHH
OKO:
IBAN: FI8056200920006714
BIC:OKOYFIHH
SAMPO:
IBAN: FI7580001170910955
BIC:DABAFIHH

Recipient:

Lappeenrannan teknillisen yliopiston ylioppilaskunta

Name of payer:

Samuel- *Brian Kottarainen

Index no: 141000449

Message

Student Union Fee	117,00 € *
Optional fee for Lappeenranta association for mentally disables	5,00 €

* Obligatory payments

Due day: NOW

Sum: 122,00 €

Pay your fee and your enrolment will be seen in WebOodi in few days. You may send a copy of the paid fee to Student Affairs Office and they will register you as a present.

Any problems? Please, contact the Student Affairs Office immediately:

Contact information you will find here : <https://uni.lut.fi/en/web/lut.fi-eng/student-affairs-office1>