

1. Personal data

Family name

Given names (please underline the one you use)

Student number (in LUT)

Identity number or date of birth

Present place of residence

2. Contact information (see instr. 1)

Street address during studies (if already know)

Postal code

Town

E-mail address

Mobile phone

3. Primary study right

Degree

Degree program

4. Enrolment for academic year (see instr. 2)**Autumn term 2019**

- attending
 non-attending

Spring term 2020

- attending
 non-attending

5. Information given to outsiders (see instr. 3)

My degree programme information and the contact information in WebOodi, may be forwarded to student union. Yes No

Contact information may be transferred to LUT's electronic telephone directory (see instr. 3a) Yes No

My personal and contact information may be forwarded to the student card customer database (see instr. 3d) Yes No

The contact information is classified (see instr. 3e)

My personal and contact information may be forwarded to the Lappeenranta Academic Library customer database (see instr. 3c) Yes No

Contact information may be given out to employers for the recruitment purposes Yes No

A transcript of records may be sent through electronic mail to the email address given in the student record (see instr. 3b) Yes No

By enrolling as attending, students confirm that they have read LUT's Ethical Guidelines for studies and that they will observe them in their studies. See instruction 4.

Date

Personal signature of the student

Return address:

LUT University of Technology, LUT Student Services, PL 20, 53851 LAPPEENRANTA

INSTRUCTION 1. CONTACT INFORMATION

During the academic year it is student's responsibility to keep her/his contact information (e.g. address and phone number) updated through WebOodi. WebOodi is used in the address <https://weboodi.lut.fi/oodi/>.

Instructions for the use of WebOodi can be found in the same address.

Also the postgraduate students can update their contact information, if they have a right to use WebOodi.

If the student is unable to use WebOodi, she/he is required to inform the LUT Student Services (opinto@lut.fi) about any changes in contact information.

INSTRUCTION 2. ENROLMENT FOR THE ACADEMIC YEAR 2019 - 2020

1. The radio button for attendance/non-attendance is ticked for both the autumn and the spring terms.
2. If the student enrolls as non-attending, she/he can change the information and enroll as attending at any point during the academic year. Please contact the LUT Student Services.

3. The deadlines for enrolment are:

New* Graduate Students in International programmes in English:

The deadline to enroll for the academic year 2019-2020 is **April 30, 2019 at 15:00** (GMT+2).

New* Graduate Students in programmes in Finnish and Graduate Students, who has not started the studies:

The deadline to enroll for the academic year 2019-2020 is **July 8, 2019 at 15:00** (GMT+2).

* Other Graduate Students:

Return the enrolment form (and if you enroll as attending, return also the receipt of the payment of Student Union membership fee) to the LUT Student Services by **31 August 2019** at the latest.

* Postgraduate Students:

Previously accepted students return the enrolment form to the LUT Student Services by **31 August 2019** at the latest.

New students return the enrolment form to the LUT Student Services after your application has been approved.

A Student, who has not enrolled by the deadline, will lose hers/his right to study at LUT.

INSTRUCTION 3. INFORMATION GIVEN TO OUTSIDERS

The permissions can be updated through WebOodi (<https://weboodi.lut.fi/oodi/>) during the academic year, if the student has a right to use it.

3a. The contact memo can be used freely through the www-pages of the university (www.lut.fi > contact information).

3b. A transcript of records can be ordered online through WebOodi. The transcript will be sent to the e-mail address in the student register. A student.lut.fi e-mail is generated automatically for students - it does not need to be modified. Further information: <https://uni.lut.fi/en/web/lut.fi-eng/it-rules> > **E-mail rules**

NOTE! The postgraduate students cannot get their transcript of credits through WebOodi.

3c. Permission to forward the information is required in order to receive the Lappenranta Academic library card. (Further information: <http://www.lut.fi/web/en/library>)

3d. Permission to forward the information is required in order to receive a student card. (Further information: <http://ltkylut.fi/student-card/?lang=en>)

3e. If your contact information is classified contact the LUT Student Services personally. Only written and signed application to classify the contact information is accepted. To get your contact information classified, you need to have a reason to believe that your health and safety or the health and the safety of a member of your family are in danger.

INSTRUCTION 4. ETHICAL GUIDELINES FOR STUDIES

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