



Welcome Office Unit

Service description: the Welcome office (WO) deals with all procedures having to do with: international student recruitment and related promotional activities; relations with the Italian Diplomatic Authorities and Italian Consulates abroad, and any organizations and Universities involved in the procedures of pre-registration for non-EU students.

The WO receives international students, instructors and administrative personnel and provides administrative and logistical support. It assists international students who are pursuing either an undergraduate or Master's degree program in the University as well as those who come on international mobility for either study or training (ECTS seekers).

The WO administers the recognition of foreign study titles obtained abroad and provides services of cultural mediation and conflict management. The WO provides logistical assistance to instructors and administrative personnel in mobility at UNIME from international programs, and helps the various Offices responsible for the management to this activity.

The Welcome Office coordinates with the other administrative areas of the Global Engagement and Student Services Organizational Unit. It also organizes **Infoday**, information events and Staff Week offered to international students, instructors and administrative personnel.

Administrative category:

Administrative Department of Instructional Services and Advanced Training
International Mobility Unit

Location: Palazzo Mariani, Via Consolato del Mare 41, 1st floor



Opening hours: Monday, Wednesday, Friday: 9:00-12:30; Monday and Thursday: 15:00- 16:00.

Contact: e-mail: uopwelcomeoffice@unime.it – foreignstudents@unime.it tel.: 0906768356- 8533 -8517 –

Web pages:

Services to *degree seekers* – recognition procedures: <https://www.unime.it/it/international/studenti-stranieri/studenti-stranieri> - <https://international.unime.it/>

Services to *ECTS seekers and assistance to international instructors*: <https://international.unime.it/study-with-us/international-mobility/>

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Users: Serving students, instructors, international administrative personnel, foreign visitors

Service modes: multilingual services (Italian, English, French, Arabic, Russian and through face-to face appointments, email communication and Skype calls.