



Università  
degli Studi di  
Messina  
INTERNATIONAL

**Tradition and Innovation**  
at the **Heart** of the **Mediterranean Sea**

### **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 Engagement and Student Services Unit



Università  
degli Studi di  
Messina  
INTERNATIONAL

**Tradition and Innovation**  
at the **Heart** of the **Mediterranean Sea**

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

**Opening hours:** Monday, Friday: 10:00-12:00 - Tuesday: 14:40-16:00.

**Contact: e-mail:** [uopwelcomeoffice@unime.it](mailto:uopwelcomeoffice@unime.it) – [foreignstudents@unime.it](mailto:foreignstudents@unime.it) tel.: 0906768356- 8533 -8517

**Web pages:**

Services to *degree seekers* – recognition procedures: [www.unime.it/international/studenti-stranieri](http://www.unime.it/international/studenti-stranieri) - [international.unime.it](http://international.unime.it)

Services to *ECTS seekers and assistance to international instructors*: [international.unime.it/international-mobility](http://international.unime.it/international-mobility)

**Head:**

Ms. Concetta Butà - [cbuta@unime.it](mailto:cbuta@unime.it)

**Staff:**

Ms. Dina Chashchinova - [dchashchinova@unime.it](mailto:dchashchinova@unime.it)

Ms. Yulia Khachatryan - [ykhachatryan@unime.it](mailto:ykhachatryan@unime.it)

Ms. Paola Savoca - [psavoca@unime.it](mailto:psavoca@unime.it)

Ms. Mary Ellen Toffle - [mtoffle@unime.it](mailto:mtoffle@unime.it)

Serving students, instructors, international administrative personnel, foreign visitors

**Service modes:** multilingual services (Italian, English, German, Spanish, Russian) and through face-to face appointments, email communication and Skype calls.