

## STUDENT SERVICES GUIDE

Welcome to Raffles Milano! Here's your quick reference to the main services, departments, and contacts you'll need throughout your academic journey.

### ACADEMIC OFFICE (ACAD)

#### CONTACTS

**Raffaella Porta** — [raffaellaporta@rafflesmilano.it](mailto:raffaellaporta@rafflesmilano.it)

**Bachelor's and Three-Year Programs** in:

- Fashion Design
- Visual and Graphic Design
- Product Design
- Interior Design

**Silvia Brundu** — [silviabrundu@rafflesmilano.it](mailto:silviabrundu@rafflesmilano.it)

**3YC** in:

- Jewellery and Accessories Design
- Fashion Communication and Marketing
- Communication Design and Management

**All Master's programs**

#### COURSE COORDINATORS

Each course has a dedicated coordinator who will be your main academic reference throughout the program.

They are here to:

- **Support you with course-specific matters**
- **Help you navigate your study plan and academic progress**
- **Provide guidance on exams, deadlines, and thesis preparation**
- **Act as a bridge between students and faculty**

**Interior Design:** [luigiciuffreda@rafflesmilano.it](mailto:luigiciuffreda@rafflesmilano.it)

**Fashion Design:** [monicaciabattini@rafflesmilano.it](mailto:monicaciabattini@rafflesmilano.it)

**Product Design:** [carloforcolini@rafflesmilano.it](mailto:carloforcolini@rafflesmilano.it)

**Visual Design:** [elisarichelmi@rafflesmilano.it](mailto:elisarichelmi@rafflesmilano.it)

**Jewellery and Accessories Design:** [valeriabersanetti@rafflesmilano.it](mailto:valeriabersanetti@rafflesmilano.it)

**Communication Design and Management:** [gianmariomotta@rafflesmilano.it](mailto:gianmariomotta@rafflesmilano.it)

**Fashion Communication and Marketing:** [pbolzoni24107@rafflesmilano.it](mailto:pbolzoni24107@rafflesmilano.it)

**Master Fashion Design and Sustainability:** [tizianoguardini@rafflesmilano.it](mailto:tizianoguardini@rafflesmilano.it)

**Master Branding:** [elenasacco@rafflesmilano.it](mailto:elenasacco@rafflesmilano.it)

**Master Product and Interior Design:** [carlottacapobianco@rafflesmilano.it](mailto:carlottacapobianco@rafflesmilano.it)

**Master Visual Design and Communication:** [lucaandrearicci@rafflesmilano.it](mailto:lucaandrearicci@rafflesmilano.it)

**Master Photography for Fashion:** [davidegallizio@rafflesmilano.it](mailto:davidegallizio@rafflesmilano.it)

#### SERVICES

- Academic calendars
- Class schedules
- Exams schedules and final projects
- Thesis support
- General academic support

### IT SUPPORT

#### CONTACTS

[tech@rafflesmilano.it](mailto:tech@rafflesmilano.it)

#### SERVICES

- Setup of school email and login credentials
- Support for Teams, Outlook, and other platforms

### STUDENT AND ADMINISTRATION SERVICES (SAS)

#### CONTACTS

Chiara Romaniello — [chiararomaniello@raffles.it](mailto:chiararomaniello@raffles.it)

Sahra Gigia Yaqub Osman — [sahrayaqub@rafflesmilano.it](mailto:sahrayaqub@rafflesmilano.it)

#### SERVICES

- Re-enrolment and withdrawals
- Absence justifications
- Student documentation and transcripts
- International student assistance

### GENERAL SERVICES

#### CONTACTS

Elias Mameli — [eliasmameli@rafflesmilano.it](mailto:eliasmameli@rafflesmilano.it)

Sucharita Dey — [sucharitadey@raffles.it](mailto:sucharitadey@raffles.it)

#### SERVICES

- Tuition and fee payments
- Invoices and payment confirmations
- Copies of past payments

## FACILITY & CAMPUS SERVICES

### CONTACTS

Jeneveive De Mesa: [jeneveivedemesa@rafflesmilano.it](mailto:jeneveivedemesa@rafflesmilano.it)

Allena Atienza: [allenaatienza@rafflesmilano.it](mailto:allenaatienza@rafflesmilano.it)

Genral info: [info@rafflesmilano.it](mailto:info@rafflesmilano.it)

### SERVICES

- Lockers and storage
- Campus opening hours
- Library access
- Use of technical tools and materials
- Lab and classroom keys
- Student ID and printing card
- Room and space bookings
- Discounts and school partnerships

## CAREER SERVICE

### CONTACTS

[careerservice@rafflesmilano.it](mailto:careerservice@rafflesmilano.it)

### SERVICES

- Portfolio and CV review
- Internship activation (3YC only)
- Extra-curricular internships
- Career development opportunities
- Collaboration with companies

## ADMISSIONS OFFICE

### CONTACTS

[admissions@rafflesmilano.it](mailto:admissions@rafflesmilano.it)

### SERVICES

- Enrollment and admissions (Bachelor, 3YC, Master, Short Courses)
- Transition from Bachelor to Master