

GUIDE TO FILLING OUT OUR REGISTRATION FORM

Print this document, place it next to you, and read carefully while filling out our registration form
- then you can't go wrong!

General information

- You only have 20 minutes to fill out the form – so have everything ready in advance!
- You will need the following:
 - A recent portrait of yourself – [upload as JPEG \(MAX 1MB\)](#)
 - A personal letter in English. This letter does not affect your chances of getting a spot, but is merely for us to know you better and will be used when rooming students and dividing them into teams. Tell us shortly about yourself, your interests, your preferred field in filmmaking if any, reason for attending EFC etc. – [1-page PDF \(MAX 1MB\)](#)
 - A CV in English or Danish. This does not affect your chances either, but is also just for us to know more about you in case you get a spot – [PDF \(MAX 1 MB\)](#)
- Please, no files over 1MB – this will crash our system, and we will not receive your registration. Keep the files as small as possible.
- If you do not receive a confirmation email within a few minutes after submitting your form, we did NOT receive your registration – so please contact us asap at +45 86 34 00 55 or info@europeanfilmcollege.com
- **One of the reasons for not getting through with your registration can be if you use the Chrome browser – our system sometimes blocks registrations from Chrome. So, if you registered via Chrome and you did not get a confirmation email, please try again in another browser.**

When filling out the form

Page 1, first step – please pick school year and citizenship

- The system will default on the year available for registration (you can not register for future years in advance)
- Please pick your citizenship (if you then receive a message saying that the deadline has expired, it may be because you are registering from a country where a full visa is needed – in that case the deadline is February 1st, not April 1st.
- If you have a dual citizenship and are in doubt as to which one to register with, please call us at +45 8634 0055 or write to info@europeanfilmcollege.com

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Page 2 – name and personal information

FIRST NAME: Please write your full first name, starting with a capital letter

SURNAME: Please write your last name, starting with a capital letter

It is EXTREMELY important that you do not misspell your name, since the name you write in these fields will be used on all student lists, student card, student poster etc. if you become a student.

Please pick 1 preferred first name and 1 preferred last name (for email): These two names should be your two preferred names, if you have several - we will use these two names when assigning students with an email account. For instance: peter.peterson@efcstudent.com

Primary citizenship: If you have two citizenships and one of them is Danish, we recommend that you chose Danish as your primary citizenship. Please note that a citizenship is not the same as having a residence or work permit. A passport is required as proof of a citizenship.

Secondary citizenship: Write your secondary citizenship, if you have two citizenships. Please note that a citizenship is not the same as having a permanent residence permit. A passport is required as proof of a citizenship. If you only have one citizenship, just leave this field empty.

Sex: Please state your gender. This is important in terms of rooming the students. We of course encourage all people to register no matter sexual orientation and gender identity, and if you have questions or concerns in this matter, for instance with regards to rooming, please don't hesitate to contact us.

For Danish citizens

CPR-number: Please write your Danish CPR-number.

Commune: Please write your current commune of residency (where you are registered with an address right now).

Contact Info

Mobile: Please write your current mobile number (if a non-Danish number, please include your country code)

Email: Please write your permanent private email address. It is important that you don't give us a temporary work email address or school email address – we will use this email address both during and after students' stay at EFC.

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Permanent Address

Please write your permanent address (the one you're currently registered with at your local register of persons / Folkeregisteret). It can for instance be your parents' address, your apartment etc.

Current Address

(if different from above)

This if you're currently living at a temporary address. Please write the end date, if you have one.

Page 3 – financial situation etc.

Your college fee will be paid by

Please state which persons or authority will pay for your tuition fee at EFC. If the payment is divided between several people / authorities, you just write that (for instance, say your parents will pay half and the rest is a loan – then you just write 'half the amount' in the field where it says 'Loans' and then write 'My parents will pay the other half' where it says 'Other').

If you have any health issues / disability please specify below

Please write any health issues or disabilities that are relevant for us to know in terms of taking extra care and precautions when it comes to rooming, your daily life and function as a student etc.

Only the Admissions Manager and your team teacher will have access to this knowledge and they will of course handle it with strict confidentiality.

Person to be contacted in case of illness or emergency

Please write the name and contact information of the person outside EFC that you would like us to contact if anything happens to you (it can be parents, a partner, other family members etc.)

Special diets

- Please write if you have any serious allergies that we need to be considerate of (nut allergy, gluten allergy etc.). You can always ask the chefs about possible allergens in the food on a given day.
- We offer a vegetarian diet, but we cannot guarantee you a 100% vegan, Kosher, or Halal diet. However, if you live by a special diet that is not vegetarian, please go and talk to the kitchen when you arrive, and we will try and accommodate this as much as we can within our resources. You should not feel excluded from our community due to your religion or choice of diet, so we will figure it out together.

Practical information

Have you registered for European Film College before? If yes, please write what year you applied for and whether you were rejected or whether you cancelled your registration. It will not put you to an advantage to have registered before, it is still first in, first served – this is only because we need to know for practical reasons.

Other practical information: Please select which type of room you would like to stay in, if you are accepted to the college (single room or double room). As a student in a double room you will be paired with a person of same gender, but of different nationality, if possible.

If you are in any way sensitive to noise when sleeping or sensitive to other people's habits, we recommend that you apply for a single room. We are usually fully booked, so it can be hard to swap rooms once the school year has begun. Please note that there is an additional cost if you apply for a single room (DKK 300 per week). If more people than we have single rooms apply for one, our Student Administrator will choose and let you know the result. Remember to state your reason for applying for a single room.

If less people than we have single rooms apply for one, other students can be assigned with a single room without applying for it. If that is the case, these students will not be charged with the extra fee. They may, however, be asked to give up the single room if a student wishes to swap and pay for one during the year.

I would like the college to supply me with bed linen: The college is able to supply you with a linen package (bed linen and towel) for DKK75 per package. We encourage you to change package at least every 2 weeks, but you are of course welcome to change more often than that. You are NOT allowed to wash rented linen yourself.

Page 4 – education etc.

Educational background

Please state the level of education you have completed: You must choose the highest level of primary or secondary education that you completed.

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For Danes: 12th grade means for instance HF, Gymnasium or other 'ungdomsuddannelser'.

Graduation year: Please write the year when you graduated your highest level of primary or secondary education.
For Danes: the year you completed your 'studentereksamen' or similar.

Further studies:

Please write if you have completed a Bachelor's or Master's degree at a university, college etc.

Employment:

Previous jobs: Please write what jobs you've had previously.

Occupation: Please write your current occupation (if any).

Please tell us all the places you remember seeing us... In this field we would like you to inform us in a few words about the following:

- Where did you first hear / read about us, how did you find us?
- After that, where do you remember seeing us / being in contact with us? Facebook, Instagram, Open House, ads etc.?
- What sparked your final decision to register?

Page 5 – Uploading your picture, letter of motivation and CV

For more details about what to upload, go to the top of this document ("General information").

That's it! Click 'submit' – and you're done!

We will send out answers in the middle of May.

But remember: if you don't receive a confirmation email within minutes of your submission, we have NOT received your registration. If this happens, please contact us straight away at +45 86 34 00 55 or info@europeanfilmcollege.com (or, if you used Chrome – try again with another browser).