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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 30 minutes to fill out the form – so have everything ready in advance!
- You will need the following:
 - A recent, accurate 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 daily rhythm, reason for attending EFC etc. – [Max 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 – [Max 1 page 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, please go through the following steps:
 - Check your spam folder
 - If the confirmation is not in your spam folder, try to sign up again from another browser
 - If you still did not receive a confirmation email, try from another device
 - If everything else fails, please contact us asap at +45 86 34 00 55 or info@europeanfilmcollege.com

When filling out the form

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

- If you have visited the form before out of curiosity, your computer may have “saved” (cached) the wrong year. So, make sure that you register for the right school year! If the year that is shown is the wrong one, click CMD+R on a Mac, Ctrl+F5 on a PC. This should refresh the page entirely, and the right year should pop up.
- 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 due to processing times at the immigration office. Please contact us if this happens.
- If you have several citizenships and one of them is Danish, we recommend that you enter the Danish citizenship as one of them – then chances of getting a spot is MUCH higher. But you must be able to present documentation of your Danish citizenship or a permanent residence permit for Denmark. If you have a dual citizenship and are in doubt as to how to register, 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 first name(s), starting with a capital letter and the rest in small letters (example: Johannes)

SURNAME: Please write your last name(s), starting with a capital letter and the rest in small letters (example: Brandt Jensen)

Please state all your names here as they are stated in your passport. If you would like to be called something else on campus (for instance, a shorter version of your first name), you can contact the office when you arrive on campus.

It is very important that you do not misspell your name, as we use your entry for all our documents and student lists.

Please pick 1 preferred first name and 1 preferred last name (for your EFC email address): If you have more than 1 first name and 1 surname, you need to pick one of each for your email address. These two names should be your two preferred calling names, if you have several - we will use these two names when assigning students with an email account. For instance, if your full name is Peter Elias Jansson Peterson, you have to pick two, say Peter Peterson, and your email will then be:

peter.peterson@efcstudent.com – if you do not fill this out, we will just pick two names for your email address.

Primary citizenship: This should be the citizenship of the country where you have lived most of your life. Please note that a citizenship is not the same as having a residence or work permit. A passport or a proof of naturalization is required as proof of a citizenship.

Secondary citizenship: If you only have one citizenship, just leave this field empty. If you have dual citizenship, write your secondary citizenship here. Again, if one of them is Danish, it is important that you write that, because then your chances of getting a spot is higher. A permanent residence permit for Denmark will enable you to enroll as a Danish student, so in that case, put DK as your secondary citizenship. You need documentation of your Danish citizenship/naturalization or permanent residence permit.

Gender: 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 you therefore have the option to pick non-binary. If you pick "non-binary", you will be placed in a gender-neutral double room if it matches the number of non-binary students. If we are not able to accommodate your wish in terms of gender neutral room, we will get in touch with you. If you have questions or concerns in this matter, for instance with regards to rooming and gender, please don't hesitate to contact us!

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[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.

[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 it's temporary.

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 / disabilities, 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.

As a rule, only the Student Administrator, Principals, and your team teacher will have access to this knowledge, and they will of course handle it with strict confidentiality.

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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.) Please also let us know which type of relation it is, so we know it if we will need to call them.

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 350 per week). If more people than we have single rooms apply for one, our Student Administrator will choose according to needs and let you know the result. It is therefore important that you state your reason for applying for a single room.

If less people than we have single rooms apply for one, you can be assigned with a single room without applying for it. If that is the case, you will not be charged with the extra fee. You may, however, be asked to give up the single room if a student wishes to swap and pay for one during the year (unless you then decide that you want to pay for the single room to keep it).

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.

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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.

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.

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. Please, only upload .pdf, .jpeg or .png (or we might not be able to open the files).

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 strive to send you an answer within 2 weeks.

But remember: if you don't receive a confirmation email within minutes of your submission, we may not have NOT received your registration. If this happens, check your spam, try again in another browser and device, and if all this fails, please contact us straight away at

+45 86 34 00 55 or info@europeanfilmcollege.com

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**EUROPEAN
FILM
COLLEGE**