

Step-by-step Admissions Procedure

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European Forensic Institute Admissions Team

European Forensic Institute Limited | Malta Life Sciences Park, Sir Temi Zammit Buildings, San Gwann SGN 3000, Malta MFHEA Higher Education License No. 2018-014 | <u>info@eufor.eu</u> | Step-by-step Admissions Procedure



1. Create an account

a) Enter our <u>Admissions Portal</u>. <u>https://customers2api.classter.com/Admission?redirectUrl=https://efi.classter.com</u>

	European Forensic I	nstitute	
Welcome to the Europe To apply for an Academ automatically generated Benvenuto/a nel portali	an Forensic Institute Admissions i lic Programme with us, kindly fill in d verification email will be sent to t e delle ammissioni dell'European F	Portal. I your details below. An he email you have provided orensic Institute.	l.
Per richiedere un progr che ha fornito verrà inv First Name * First Name E-mail * E-mail	amma accademico con nol, inserira lata un'e-mail di verifica generata a Last Name * Last Name	ci i tuoi dati di seguito. All' utomaticamente. * National ID National ID	email 9
Mobile Phone	City	not a robot rr	CAPTCHA heay - Terms
	sy signing up, you agre	Sign Up	inters + olicy

- b) Enter your details and click "Sign Up"
- c) An automatically generated email will be sent to the email you have provided. Please follow instructions on to verify your email address. If you cannot view this email in your personal email inbox, please check the Clutter/Spam folders.

(Sender: no-reply@mailgateway.classter.com, Subject: Welcome to Classter)

Classter
Your account has been successfully created
Hi Michelle Y,
Welcome to Classter, please confirm your account here:
Verify Account If you cannot see image above, please use this link: <u>Click here</u>
Login Credentials





d) Once you've verified your email you may log into our Digital Campus to submit an application.

2. Login to our Digital Campus

- a) Our Digital Campus is located on <u>https://efi.classter.com</u>. Enter your login details to access applications. Your login details were sent to you when you created an account with us.
- b) Accept the Terms and Conditions of use by our Digital Campus providers Classter.



Terms and Conditions of Use

USING Classter

Joon registration, browsling, accessing, or using any portion of the website and the oracla, including accessing any class or academic institute material, or other accessing any class or cardina of classister.com and website you acknowledge that you have read, understood und gave to be legisly bounded by the Terms of Use and conditions described bolow and govern your use of classister.com website, portal, apps, and other products and cardines whether or on dyou at a registrated user. Please read the following Terms, the Classistic's Privacy Policy, and Honor Code with extra care, and contact us at not wild to be bound by the terms of the accession to the agreement, you should not use to not wish to be bound by the terms or the Agreements, you should not use

SERVICES

Verifiesh SA, the creator and operator of classer.com reserves the right to modify these Terms at any time without advance notice. Be sure to return to this page periodically to oncure familiarily with the most current version of these Terms and changes to course content and assessments. Any changes to these Terms will be effective immediately upon positing on this page, with an updated effective date. Bi accessing classets.com after any changes have been made, you signify your agreement on a prospective basis to the modified Terms and all of the changes. W welcome your suggestions, ideas, comments, and other feedback regarding the





c) You will arrive at the Dashboard of our Admissions Portal within our Digital Campus $\leftarrow \Rightarrow C$ is a eficial campus

$\leftarrow \rightarrow \mathbf{C}$ \triangleq efi.classter	.com/Home						Ga ⊉
Classter	Instructions	9	10	11	12	13	
Dashboard	Welcome please follow the below steps to complete the admissions process:						
Personal Data	1. Complete Personal Data Entry	16	17	18	19	20	2
Application Management	Personal Data						
	2. Apply to an Academic Programme Application Management	23	24	25	26	27	2
	For step by step instruction please refer to the website						
	www.eufor.eu	30				4	
	Istruzioni						
	Benvenuto/a, la preghiamo di seguire i passaggi sotto riportati per completare la procedura di ammissione:						
	1. Completi la sezione "Personal Data Entry"						
	Personal Data						
	2. Selezioni un programma Application Management						
	Per le istruzioni passo passo si prega di fare riferimento a quanto riportato sul sito						
	www.eufor.eu						

d) Complete your Personal Data

3. Enter your Personal Data

a) Please enter your personal data within the "Main Personal Data TAB"

Classter	■ Personal Data Personal Data		p 4º
Search	Next >		
🛄 Dashboard			
📰 Personal Data	Please note that you cannot edit your Personal Data	because of the current status of your Application(s)	
Application Management	Main Personal Data TAB Admission Data T	AB Consents & Privacy Declarations TAB	
	EUROPEAN FORMASIC INSTITUTE As part of our enrolment procedure, please complete It this course and your ambitions) is required if you are in	is application form along with your educational qualifications and em your final year of high school and have not received your high school	ail it to us alongside a copy of your certificates. A cover letter (tell us about yourself, your mo diploma.
	We will review your application and confirm your regis 300 as registration fee to confirm a place in our course	ration through an official offer letter via email. To complete the enroln This will be communicated to you in an offer letter via email.	nent process, you are then required to accept or decline our offer. If you accept, we will required
	La presente domanda di ammissione deve essere o Sua domanda di ammissione, Le invieremo una lettera a sito internet www.eufor.eu) al fine di perfezionare l'iscrizi	ompilata in ogni sua parte, firmata, stampata, scansionata, salvata in f mezzo e-mail in cui Le sarà richiesto di accettare la nostra offerta e di one al nostro corso di studi.	ormato pdf e spedita a mezzo e-mail unitamente alla copia dei documenti richiesti. In caso di provvedere, nelle modalità che Le saranno indicate, al versamento della retta annuale (impo
	Basic data		
	Photo	Abbreviation	First Name *
	Middle Name	Last Name *	Birthday *

b) Click "Save and Next" to move on to "Admission Data TAB". Please ensure you have entered all required (*) fields. You will be unable to proceed if not.



c) Complete your admission data and upload all your certificates on the "Admission Data TAB"

Classter	Personal Data
Search	✓ Previous Next >
🛄 Dashboard	
📰 Personal Data	Please note that you cannot edit your Personal Data because of the current status of your Application(s)
Application Management	Main Personal Data TAB Consents & Privacy Declarations TAB
	Expand All Collapse All
	Copy of ID/Passport 🗸
	Attach photocopy FILES & LINKS

- d) Please find here a checklist for Admission Data and documents you need to upload. Items marked * are required:
 - Copy of ID/Passport*
 - Write a Cover Letter* (Tell us about yourself, your motivations for studying this course and your ambitions)
 - Copy of the Highest Qualification Achieved Minimum Requirement for BSc programmes: Maltese Matriculation Certification or international equivalent at EQF Level 4 (Eg: Italian High School Diploma, UK A-level, German Abitur, French Baccalauréat, Spanish Bachillerato, Matura and other equivalent); for Master's programmes: MQF Level 6 or international equivalent (EQF Level 6)
 - Declare your mother tongue/native language*
 - Add additional languages you know (Please indicate level of knowledge following the <u>Common European Framework of Reference for Languages</u> CEFR)
 - Copy of your English/Italian Language qualification (If your highest qualification achieved is not in the language of delivery of the programme, please ensure you demonstrate the following minimum language requirements: BSc programmes (English): B1 English CEFR BSc programmes (Italian): B1 Italian CEFR Master's programmes: B2 English CEFR (Accepted Qualifications: IELTS, TOEFL, DUOLINGO, etc)
 - Residence Permit
- e) Click "Save and Next" to proceed to "Consents & Privacy Declaration TAB"

Classter	■ Personal Data
Search	< Previous
Dashboard	
Personal Data	Please note that you cannot edit your Personal Data because of the current status of your Application(s)
Application Management	Main Personal Data TAB Admission Data TAB Consents & Privacy Declarations TAB
	Please fill in the Consents and Privacy Declarations below.
	Expand All Collapse All
	GENERAL DATA PROTECTION Regulation (EU) 2016/679 V
	* Students Full Name
	 Having read the contents and information below and in awareness of the provisions of Regulation (EU) 2016(679, 1 hereby declare if i consent or do not consent for the processing of my personal indicated in point 2(c) of the information pursuant to and for the effects of Regulation (EU) 2016(679.
	l agree
	* Date

- f) Agree to our GDPR policy and click "Save".
- g) Proceed to "Application Management Section"



4. Apply for an Academic Programme

a) Select "+ Create a new application"

\leftarrow \rightarrow C $($ efi.classte	er.com/ApplicationManagement		
Classter	Application Management Application Management		П
Search Dashboard Personal Data Application Management	My Applications Create a new application See applications from previous Intakes		
		+ Create a new application	

b) Select "New Applicant" and click "Next"

Classter	■ Admission Application Admission Application				P 🖓 Mi	ch
Search	Application ID: [Not Available]	Intake: Academic Year 21/22	Status: [Not Available]	Category: [Not Available]		
 Personal Data Application Management 	Admission Application / Select an application type	V New Application	pecific appliation types.			
	New Applicant				Next >]

c) Select a Faculty and Programme

Faculty	Programme Name	Language
Department of Applied Sciences	BSc (Hons) Forensic Sciences and Criminal Investigation - EN	English
Department of Applied Sciences	BSc (Hons) Forensic Sciences and Criminal Investigation - IT	Italian
Department of Social Sciences	BSc (Hons) Investigative Criminology and Criminal Psychology - EN	English
Department of Social Sciences	BSc (Hons) Investigative Criminology and Criminal Psychology - IT	Italian
Department of Applied Sciences	Master's in Cyber Security, Digital Forensics and Crime Analysis	English
Department of Applied Sciences	Master's in Business Management, Financial Crime and Digital Technologies	English



Classter	Admission Application			q
Search	Application ID: [Not Available]	Intake: Academic Year 21/22	Status: In Progress	Category: [Not Available]
Personal Data				
Application Management	Select a Programme			
	Please Select			
	Programme - Code			
	Please Select			
	Year			
	Please Select			
				Γ

Classter	■ Admission Application Admission Application		🏳 🎺 Mich
Search	Application ID: [Not Available] Intake: Academic Year 21/22	Status: In Progress	Category: Provisional
Personal Data			
Application Management	🖋 Change		Save as a Draft Save and Submit
	Department of Social Sciences Faculty	BSICCP - IT Programme - Title	
	BSc (Hons) Investigative Criminology and Criminal Psychology - IT	YEAR 1 Year	
	Programme - Code		

Your application has been submitted and we will contact you for further steps.

5. Registration

If admitted, you will receive an offer letter via email with all the details about your programme and a Student Agreement via an eSignature platform.

At this point, please follow the steps below:

- a) Log-in to the Admissions Portal
- b) Click on "Application Management" on the left
- c) You will see this pop-up:

Classter	Application Management Application Management	2022/2023 - 🏳 🗘 🔹
Starch Dashboard Personal Data Application Management	My Applications + Crate a new application See applications from previous Instites	
Financial	Provisional Academic Year 2022/22 New Applicant DAS B55/C1-EN B5: Choray Forensic Sciences and Criminal Investigation - EN I yruly 1 Programme - Call Progra	Student Accepted - Walking Confirmation
	My Priority 1 Application ID 10135	• View

d) Click on the green button "Accept Offer" if you want to officially register to the programme

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- e) Complete and sign the Student Agreement
- f) Pay the Registration Fee (€ 300). Information on how to pay the fee are available in the email you have received with the offer
- g) Send a copy of proof of payment of the Registration Fee to registration@eufor.eu
- h) Once the payment is received, your status will be updated and your registration will be confirmed.
- i) If you received a final offer letter, your status will be updated as "Registered". This means that you have already provided all the requested documents.

Classter	■ Application Management Application Management 2022/2023 ▼	Ç• • ()
Search Dashboard Personal Data	Application Management	
Application Management	See applications from previous Intakes Provisional Academic Year 2022/23 End Date: 20/10/2022 New Applicant BSS BSICCP - IT Programme- Code BSC (Hons) Investigative Criminology and Criminal I YEAR 1 Year Year	egistered /2022 ted
	wy Priority, 1 Application io: 🐵 View 🖷 Print 🖂 M	lessages

j) If you received a conditional offer, your status will be updated as "Registered - Waiting for documents". This means you still need to provide some documents (e.g., High School diploma, language qualification, etc.).

Classter	E Application Management 2022/2023 ▼ □	• 🕐
Search Dashboard Personal Data Application Management	Application Management Create a new application See applications from previous Intakes	
	Provisional Academic Year 2022/23 End Date: 20/10/2022 New Applicant. DSS BSICCP - IT Faculty Programme - Code Programme - Title My Priority: 1 Application ID: BSC (Hons) Investigative Criminology and Criminal Psychology - IT Year Usy YEAR 1 Year Wew ➡ Print Messages ²	

k) Once all the documents have been provided and the tuition fee or first instalment has been paid, your status will be finally updated as "Registered and Enrolled".