



Step-by-step Admissions Procedure

Last Updated: April 2023

European Forensic Institute
Admissions Team

1. Create an account

- a) Enter our [Admissions Portal](#).
<https://customers2api.classter.com/Admission?redirectUrl=https://efi.classter.com>



European Forensic Institute

Welcome to the European Forensic Institute Admissions Portal.

To apply for an Academic Programme with us, kindly fill in your details below. An automatically generated verification email will be sent to the email you have provided.

Benvenuto/a nel portale delle ammissioni dell'European Forensic Institute.


Per richiedere un programma accademico con noi, inserisci i tuoi dati di seguito. All'email che ha fornito verrà inviata un'e-mail di verifica generata automaticamente.

First Name * Last Name * * National ID

E-mail *

Mobile Phone

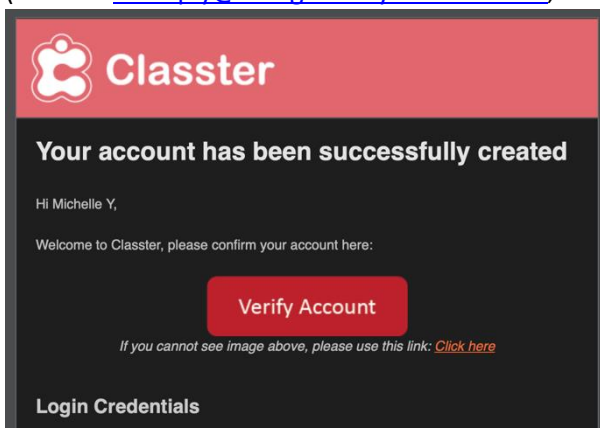
Address City

I'm not a robot 

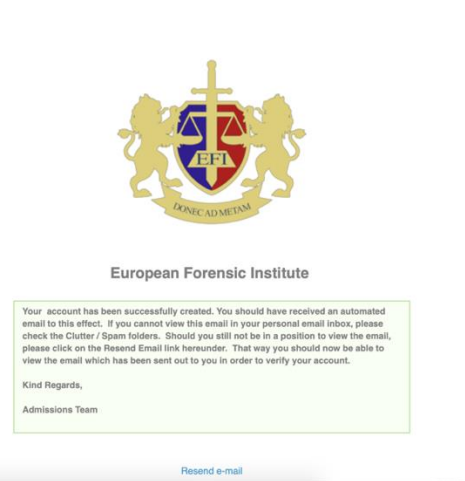
By signing up, you agree to the [Terms & Conditions](#) and [Privacy Policy](#)

[Sign Up](#)

- 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)

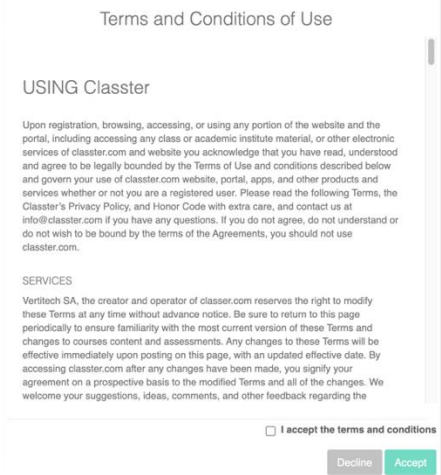


- d) Once you've verified your email you may log into our Digital Campus to submit an application.

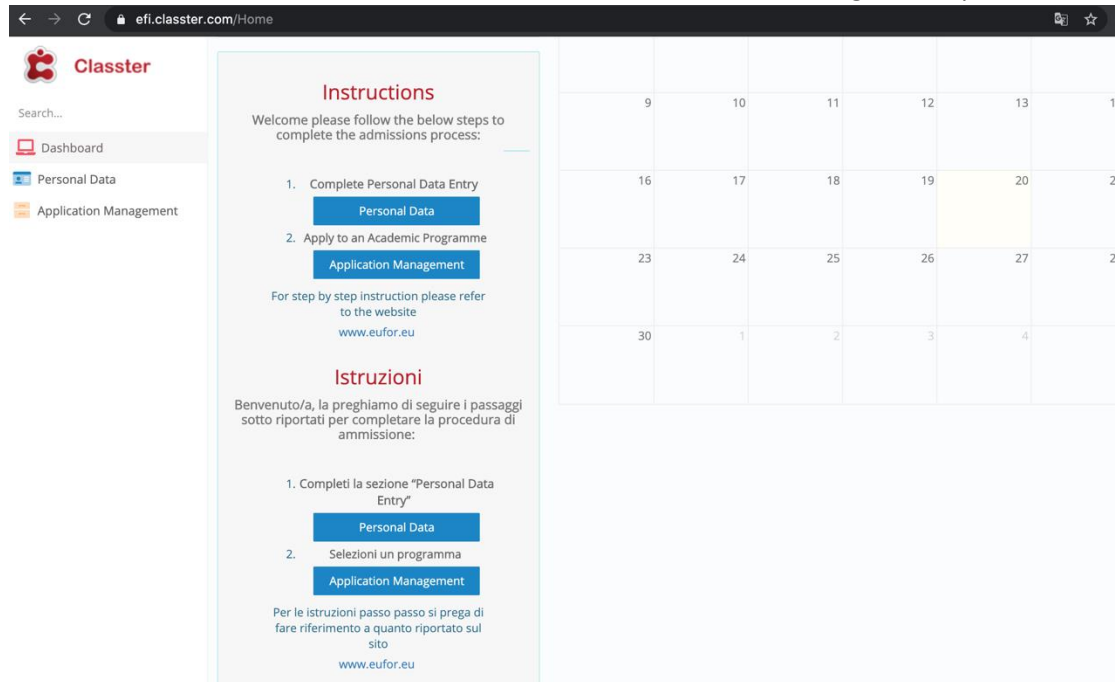


2. Login to our Digital Campus

- a) Our Digital Campus is located on <https://efi.classter.com>. 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.



c) You will arrive at the Dashboard of our Admissions Portal within our Digital Campus



The screenshot shows the Classter dashboard at efi.classter.com/Home. The main content area is titled "Instructions" and contains the following text:

Welcome please follow the below steps to complete the admissions process:

1. Complete Personal Data Entry
[Personal Data](#)
2. Apply to an Academic Programme
[Application Management](#)

For step by step instruction please refer to the website www.eufor.eu

Istruzioni

Benvenuto/a, la preghiamo di seguire i passaggi sotto riportati per completare la procedura di ammissione:

1. Completati la sezione "Personal Data Entry"
[Personal Data](#)
2. Selezioni un programma
[Application Management](#)

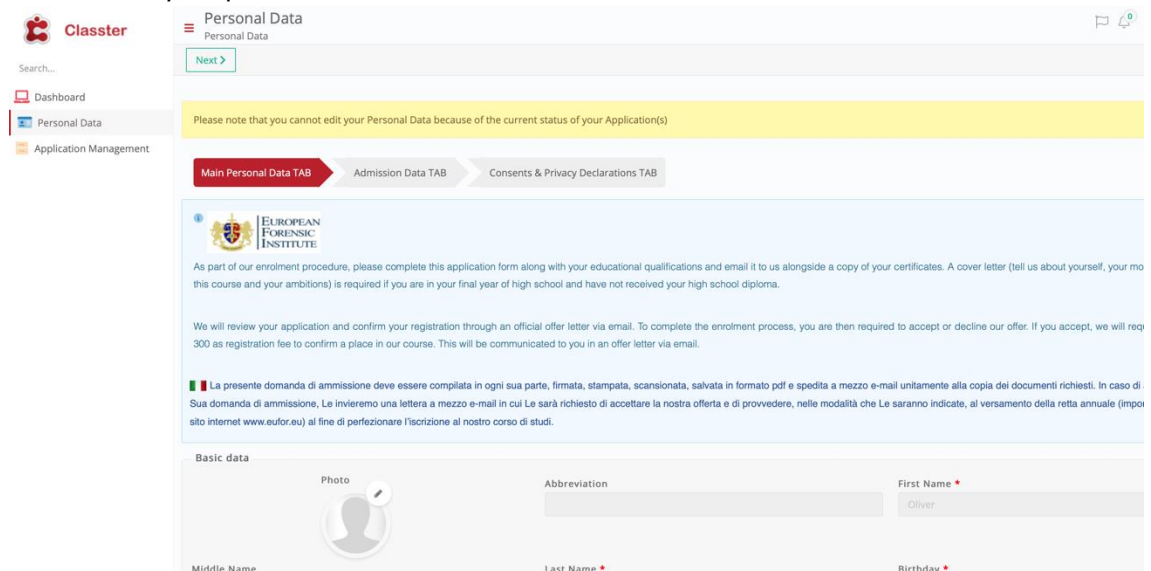
Per le istruzioni passo passo si prega di fare riferimento a quanto riportato sul sito www.eufor.eu

The dashboard also features a sidebar with "Dashboard", "Personal Data", and "Application Management" options, and a calendar view on the right.

d) Complete your Personal Data

3. Enter your Personal Data

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



The screenshot shows the "Personal Data" form in the Classter dashboard. The form is titled "Personal Data" and has a "Next >" button. A yellow warning banner states: "Please note that you cannot edit your Personal Data because of the current status of your Application(s)".

The form has three tabs: "Main Personal Data TAB" (selected), "Admission Data TAB", and "Consents & Privacy Declarations TAB".

The form content includes the European Forensic Institute logo and the following text:

As part of our enrolment procedure, please complete this application form along with your educational qualifications and email it to us alongside a copy of your certificates. A cover letter (tell us about yourself, your motivation for this course and your ambitions) is required if you are in your final year of high school and have not received your high school diploma.

We will review your application and confirm your registration through an official offer letter via email. To complete the enrolment process, you are then required to accept or decline our offer. If you accept, we will require 300 as registration fee to confirm a place in our course. This will be communicated to you in an offer letter via email.

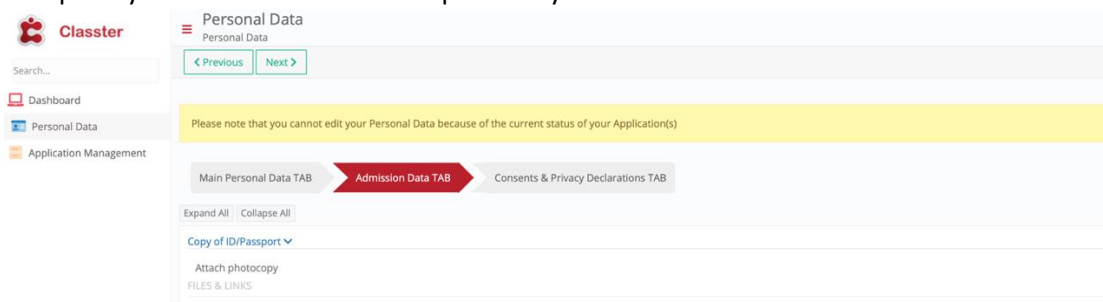
La presente domanda di ammissione deve essere compilata in ogni sua parte, firmata, stampata, scansionata, salvata in formato pdf e spedita a mezzo e-mail unitamente alla copia dei documenti richiesti. In caso di accettazione della domanda di ammissione, Le invieremo una lettera a mezzo e-mail in cui Le sarà richiesto di accettare la nostra offerta e di provvedere, nelle modalità che Le saranno indicate, al versamento della retta annuale (importo indicato sul sito internet www.eufor.eu) al fine di perfezionare l'iscrizione al nostro corso di studi.

The form includes a "Basic data" section with the following fields:

- Photo (with a placeholder icon)
- Abbreviation
- First Name (with a red asterisk) - Value: Oliver
- Middle Name
- Last Name (with a red asterisk)
- Birthday (with a red asterisk)

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”

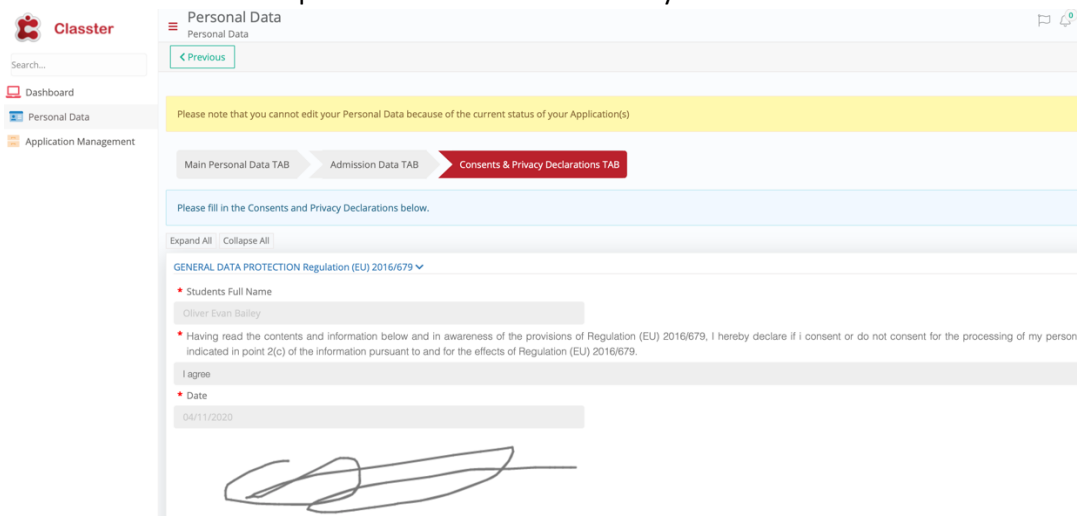


The screenshot shows the 'Personal Data' section of the Classter application portal. The 'Admission Data TAB' is highlighted in red, indicating it is the active tab. A yellow banner at the top states: 'Please note that you cannot edit your Personal Data because of the current status of your Application(s)'. Below the tabs, there is a section for 'Attach photocopy' with a 'FILES & LINKS' area.

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 [Common European Framework of Reference for Languages](#) 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”



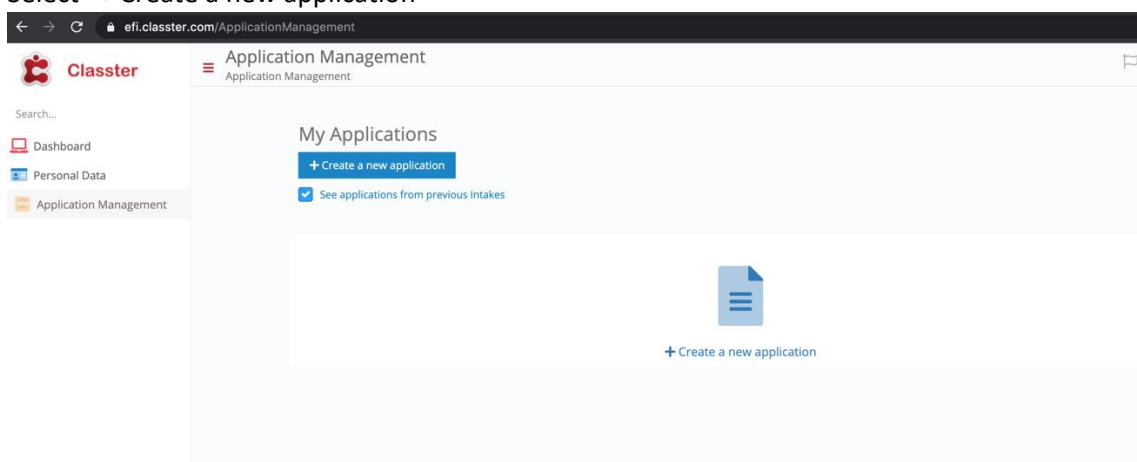
The screenshot shows the 'Consents & Privacy Declarations TAB' selected in red. A yellow banner at the top states: 'Please note that you cannot edit your Personal Data because of the current status of your Application(s)'. Below the tabs, there is a section for 'Please fill in the Consents and Privacy Declarations below.' with a dropdown menu for 'GENERAL DATA PROTECTION Regulation (EU) 2016/679'. The form includes fields for 'Students Full Name' (Oliver Evan Bailey), a declaration statement, 'I agree', and 'Date' (04/11/2020). A signature is visible at the bottom.

f) Agree to our GDPR policy and click “Save”.

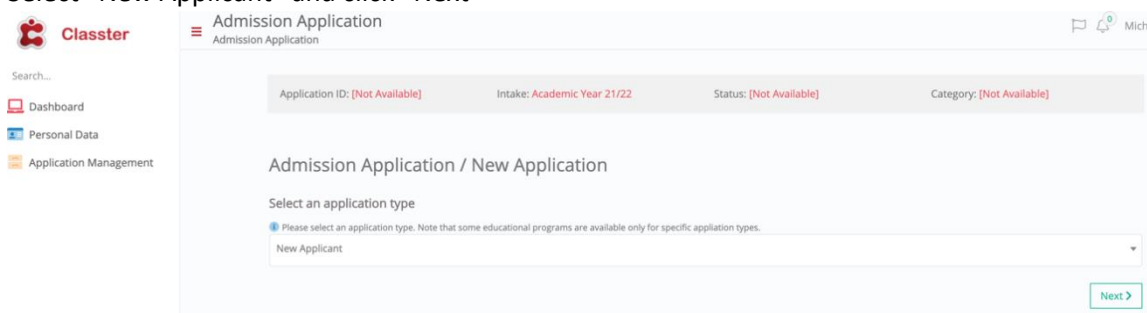
g) Proceed to “Application Management Section”

4. Apply for an Academic Programme

a) Select “+ Create a new application”



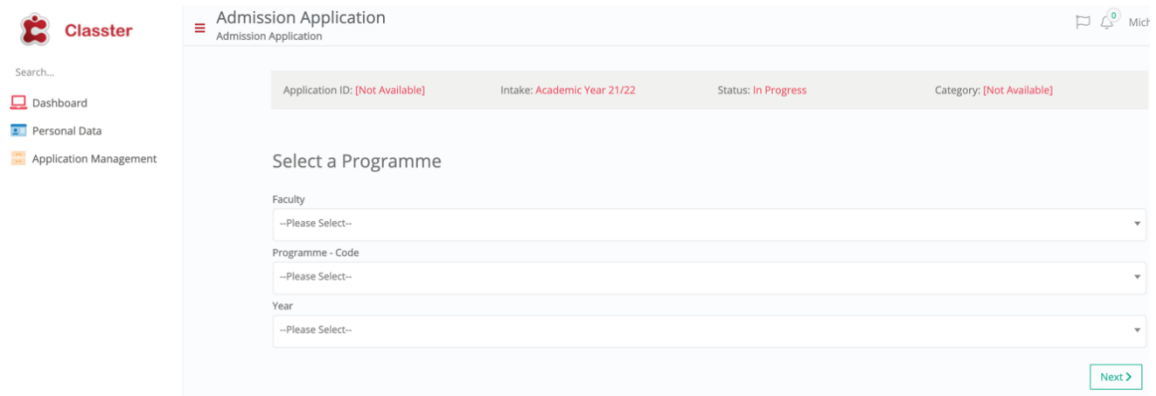
b) Select “New Applicant” and click “Next”



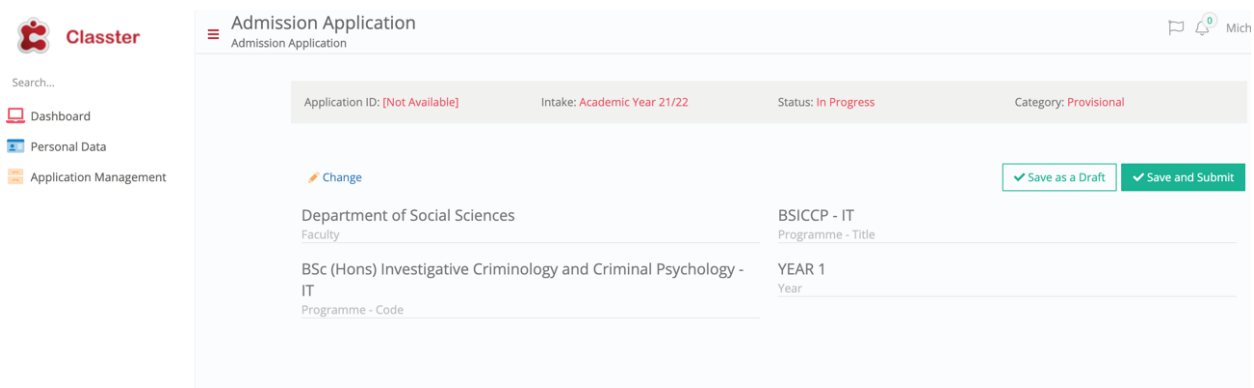
c) Select a Faculty and Programme

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

d) Select “**YEAR 1**” and click “Next”



e) Review your application and click “Save and Submit”



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.

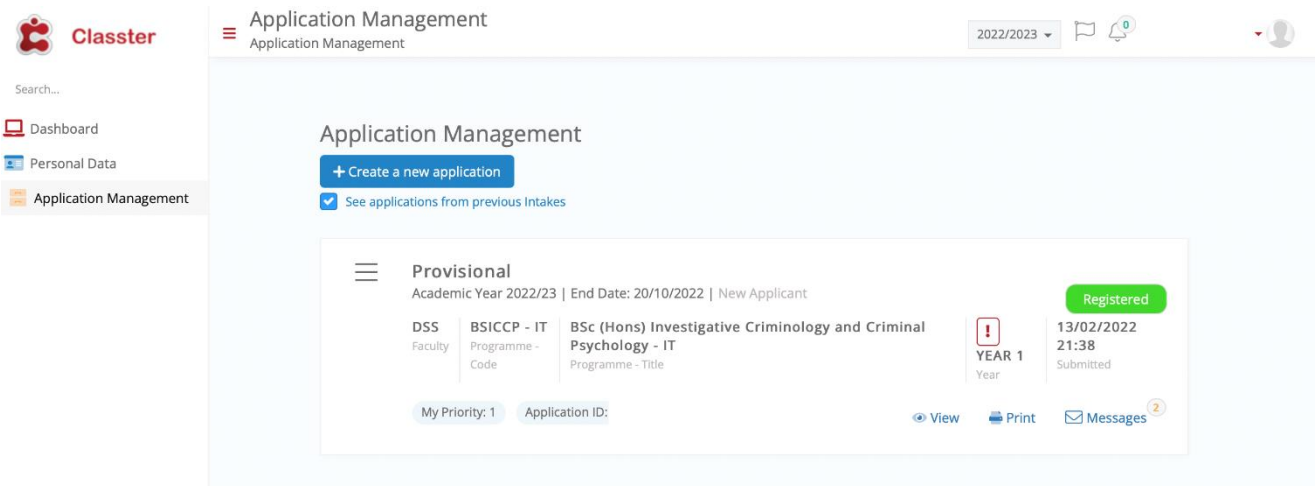
At this point, please follow the steps below:

- Log-in to the Admissions Portal
- Click on “Application Management” on the left
- You will see this pop-up:



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

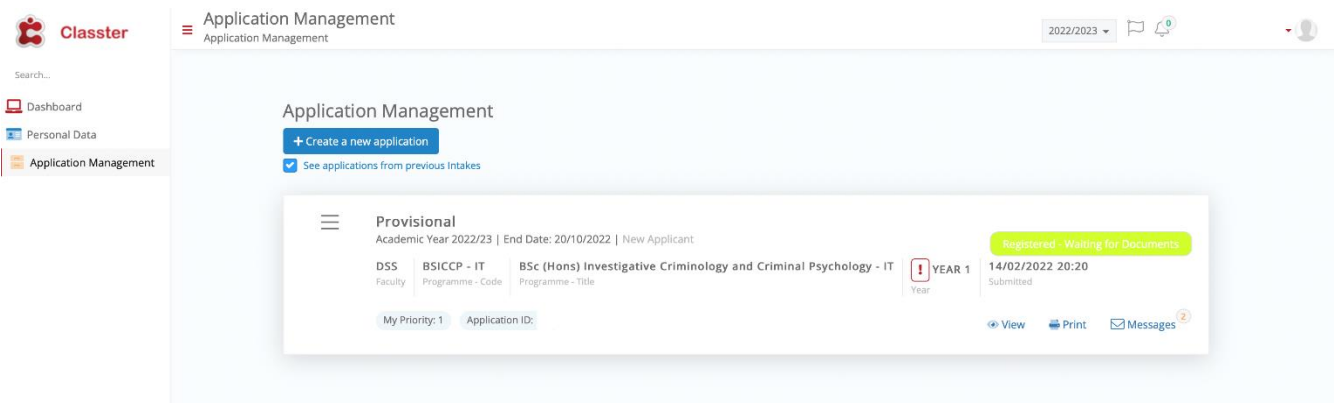
- e) Complete and sign the Student Agreement
- f) Pay the Registration Fee (€ 300). Information on how to pay the fee are available in the email you have received with the offer
- g) Send a copy of proof of payment of the Registration Fee to registration@eufor.eu
- h) Once the payment is received, your 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.



The screenshot shows the Classter Application Management dashboard. The main content area displays an application card for a 'Provisional' applicant. The card includes the following details:

- Academic Year:** 2022/23 | **End Date:** 20/10/2022 | **New Applicant**
- DSS Faculty:** DSS
- BSICCP - IT Programme - Code:** BSICCP - IT
- BSc (Hons) Investigative Criminology and Criminal Psychology - IT Programme - Title:** BSc (Hons) Investigative Criminology and Criminal Psychology - IT
- Year:** YEAR 1
- Status:** Registered (indicated by a green badge)
- Submitted:** 13/02/2022 21:38
- My Priority:** 1 | **Application ID:** [ID]
- Actions:** View, Print, Messages (2)

- 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.).



The screenshot shows the Classter Application Management dashboard with the application status updated to 'Registered - Waiting for Documents'. The card details are as follows:

- Academic Year:** 2022/23 | **End Date:** 20/10/2022 | **New Applicant**
- DSS Faculty:** DSS
- BSICCP - IT Programme - Code:** BSICCP - IT
- BSc (Hons) Investigative Criminology and Criminal Psychology - IT Programme - Title:** BSc (Hons) Investigative Criminology and Criminal Psychology - IT
- Year:** YEAR 1
- Status:** Registered - Waiting for Documents (indicated by a yellow badge)
- Submitted:** 14/02/2022 20:20
- My Priority:** 1 | **Application ID:** [ID]
- Actions:** View, 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”.