

HOW TO APPLY

Please read the following directions carefully and before starting the application process. Below is the list of the documents you need to prepare or arrange for submission:

1. **Completed online SUN Application Form**
 2. **Letter of recommendation**
 3. A professional **CV** complete with **publications** (if available)
 4. A **letter of intent** discussing your interest in the course
 5. A **recent English language publication / project description** on constitution-building or constitutionalism in Africa
 6. Indication of proof of **English proficiency**
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1. [Online Application Form](#)

SUN's Online Application Form, delivered by Embark, enables the online submission of the application form itself as well as all other relevant documentation, including CV's and resumes, letter of recommendation, statements of purpose and application essays (such as research proposal, case study, paper proposal, writing samples, academic records, etc.), eliminating all paper mailing to the SUN Office.

In addition, applicants will be able to use this system to **track their progress and learn the outcome of their admissions evaluation online**. Admissions decisions will be available to applicants as soon as they are entered into the system.

Please note that you can only apply to one course.

The application form is password-protected.

a) In case you have started an application for our program in previous years, you can use your old login and password and can log in as a "Returning Embark User" (right-hand side of the page). In case you cannot remember your old password, click on the "Forget your password?" link.

b) In case you have not started an application before, please register first in the "New User?" section (left-hand side of the page). For registration please click on "Create an Account" and provide the requested information. Embark will send you your password by email and then you can log in and start your application, this time already as a returning user.

Further user's instructions for the online application are included in the form itself.

Should you have questions regarding the application form, check the relevant [Frequently Asked Questions](#) .

2. Letter of Recommendation

Applicants must have **one letter of recommendation** submitted. Please arrange for a letter of recommendation to be written by a referee (faculty member, job supervisor, etc.) who can attest to your abilities, qualifications and academic/professional performance. Please advise the referee about the title and content of the course you are applying to. The letter must be completed in English and submitted by the referees online via the online application facility.

3. A professional **CV** complete with **publications** (if available)

Please *highlight* in the CV *your former and ongoing engagement with constitution-making in Africa*.

4. A letter of intent discussing your interest in the course (2 pages maximum)

The letter of intent is expected to discuss your own research or professional involvement, and explain how participation in the course is expected to relate to this interest or project.

In addition, you are requested to provide titles of two books, articles or readings of interest which you would like to see discussed in the course. In addition to the titles, please provide a brief explanation of your recommendation.

5. A recent English language publication / project description on constitution-building or constitutionalism in Africa

Please submit a recent, forthcoming or draft publication, OR a description of an ongoing professional project on constitution-building or constitutionalism in Africa. If the project is an institutional or a group effort, please explain your role in designing and implementing the project.

6. Indication of proof of English proficiency

As proof of your English language proficiency, please submit in the online system a scanned copy of any of the following: graduate or post-graduate degree earned in a program the language of which is English; recent TOEFL or IELTS score; or writing sample in English (e.g. recent academic or professional publication, recent academic or professional blog contribution – if different from your sample publication).

All application materials must be submitted electronically with the Online Application Form. CEU does not accept application documents by e-mail or fax. Candidates who may experience difficulties with the online submission of their documents should contact the SUN Office.

CEU does not return application documents, or copies thereof under any circumstances.

Applications submitted after the deadline will be considered on a case-by-case basis.

Inquiries

If you need help or more information during the application process, please feel free to contact the SUN staff:

E-mail for inquiry and correspondence: summeru@ceu.hu

Tel: (36-1) 327-3811

Fax: (36-1) 327-3124

Skype (free Internet telephone): ceu-sun

Selection process

Applicants will be shortlisted in on the basis of their applications by the course directors. Shortlisted applicants will receive follow up questions concerning the research or professional project outlines in their letter of intent in the course of March. The final list of participants will be determined in light of this additional exchange.

Notification

The SUN Office will notify applicants about the selection results around the end of April. Please check the 'Important course dates' section on the relevant course web sites for earlier or later planned notification deadlines. The final decision is not open to appeal.