

HOW TO APPLY

Please read the following directions carefully.

Below is the **list of the documents you need to prepare** or arrange for submission:

1. **Completed online SUN Application Form**
2. **Full Curriculum Vitae or resume**, including **list of publications, if any**
3. **Statement of Purpose**
4. **Abstract**

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, eliminating all paper mailing to the SUN Office. Please note that you can only submit one application in the online system. In exceptional cases when an applicant is interested in participating in two courses, which is only possible if the two courses are run consecutively, s/he should contact the SUN Office at summeru@ceu.edu to receive instructions how to submit a second application. Financial aid is only available for attending 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. Full Curriculum Vitae or resume, including list of publications, if any

Please upload your Curriculum Vitae or resume, including a list of publications, if any.

3. Statement of Purpose

In the Statement of Purpose please describe how the course is relevant to your teaching, research or professional work, and in what way you expect to benefit from it. Please list relevant courses in the field you have taken previously during your studies. You are advised to consult the detailed course description on the course web page so that the statement of purpose is in accordance with the main objectives of the course.

Please provide a name and contact email and phone number of a person (a faculty member, job supervisor, etc.) who can be contacted by the course directors to attest to your abilities, qualifications and academic/professional performance.

4. Abstract

Please submit an abstract that provides a brief outline of your current work (PhD topic/project outline), 300 words max., in English.

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

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.