

## 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 full **curriculum vitae or resume**, including a **list of publications**, if any
4. **Statement of Purpose**
5. **Writing sample in English related to the course theme** (max. 10 pages)

*Optional attachments:*

- A copy of an English language proficiency certificate (if available)

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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.

**Applicants can apply to one course only.**

Detailed user's instructions for the new online application are included in the form itself. Should you have questions regarding the application form, check the [SUN Online Application Form](#) 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 referee online via the online application facility.

**3. A full curriculum vitae or resume**, including a **list of publications**, if any

### 4. 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.

**5. Writing sample in English related to the course theme** (max. 10 pages)

Please submit a Writing Sample in English, not exceeding 10 pages, such as a paper in progress or a published article.

*Optional attachments:*

1. *A copy of an English language proficiency certificate (if available)*  
As proof of your English language proficiency, if you have passed a language exam, please upload a scanned copy of the exam result in the online system.

All application materials must be submitted on-line with the [Online Application Form](#). CEU does not accept application documents by electronic mail or fax. Candidates who may experience difficulties with the on-line 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](mailto:summeru@ceu.hu)

Tel: (36-1) 327-3811

Fax: (36-1) 327-3124

Skype (free Internet telephone): ceu-sun

**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.