

## 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 / Motivation Letter**
5. **Research Proposal** (Writing Sample)
6. **Academic records** (scanned copies of diploma and/or exam and/or transcript)

*Optional attachments:*

- A copy of an article in English published recently (if available)
- 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 may apply to maximum two courses. Please note that if you are going to apply to two courses, you must submit a separate application for each. In such cases you should upload a separate set of attachments customized, if necessary, to the differing needs and requirements of the two courses. You will be required to rank them in order of preference, starting with the one you are most interested in. Please make sure your ranking is consistent in both of your applications - if it is not, your applications may not be considered.

Applicants can only be accepted to two courses if the two courses are run consecutively. (Financial aid is only available for attending one course.) In such cases please mark both courses as **"Preferred Course"** and inform the Summer University office at [summeru@ceu.hu](mailto:summeru@ceu.hu) about your special preference.

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 on their behalf. Please arrange for a letter of recommendation to be written by a referee (supervisor, former supervisor, current or former faculty member) who can attest to your abilities, qualifications, academic/professional performance and linguistic and palaeographical skills. Please advise the referee about the title, content and requirement 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/Motivation Letter** (max. 1 page)

Please describe in no more than one page how the course is relevant for your research or teaching and in what way you expect to benefit from participating in the course. Please list previous courses you have taken related to the course theme. You are advised to consult the detailed course description on the course web page so that the statement of purpose is in line with the main objectives of the course. Please, state which option you wish to take: 1/ Latin book hand, 2/ Latin diplomatic hand, 3/ combination of the two Latin options, or 4/ Greek book and diplomatic hands.

**5. Research Proposal (Writing Sample)**

Please describe your current research interest related to the course theme (1 typewritten page excluding the bibliography). The proposal should contain the purpose, methodology, expected output, and bibliography of your current or planned research in your home institution.

**6. Academic records (scanned copies of diploma and/or exam and/or transcript)**

Please submit a scanned copy of a transcript or exam as proof of knowledge of Latin and/or Greek and proof of elementary knowledge in palaeography (Latin and/or Greek).

*Optional attachments:*

1. *A copy of an article in English published recently*  
If you have an article published in English, please upload it in the online system.
2. *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 your English language 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.