

## HOW TO APPLY

Please read the following directions carefully.

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

- **Completed online SUN Application Form,**
- **Letter of recommendation**
- A full **curriculum vitae or resume**, including a **list of publications**, if any
- **Statement of Purpose**
- **Writing sample in English** related to the course theme (max. 5 pages)

### Optional attachments:

- A copy of an article in English published recently (if available)
- A copy of an English language 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.

**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 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 and describe any previous experience, 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 accordance with the main objectives of the course.

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

Please submit at least one of the following documents related to the course theme:

- an article (published or an unpublished work in progress)
- a sample from your thesis or dissertation
- a research proposal (containing the purpose, methodology, expected output, and a bibliography of your current or planned research in your home institution)
- a research paper in progress which you would like to develop as the outcome of the course

The piece should give us an idea of your academic and/or professional writing skills in the field, and an idea of your experience in the course subject. During the course there will be an opportunity to discuss your work with the faculty and fellow participants.

## **Optional attachments**

### *1. A copy of an article in English published recently (if available)*

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) for non-native speakers of English*

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 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](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.