

## 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 (400-500 words)**
5. **Case Study of Internet Policy Advocacy: An outline of an existing or proposed campaign (400-500 words)**
6. **Writing sample in English related to the course theme (max. 20 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 referees online via the online application facility.

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

**4. Statement of Purpose (400-500 words)**

In the Statement of Purpose, please describe what about the course subject interests you; how the course is relevant to your research or professional work; and in what ways you expect to benefit from it. 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. Applicants should also describe any previous experience with policy research and / or advocacy and how they might draw on that experience in the course.

**5) Case Study of Internet Policy: An outline of an existing or proposed campaign (400-500 words)**

The course seeks to bring together both academics and practitioners working in the space of internet governance. As such, the course organizers are looking for applicants with demonstrated experience and interest in advocacy campaigns related to issues in the spectrum of internet law and policy, i.e. intermediary liability, privacy, security, content regulation, copyright and intellectual property, to name a few. The design of the course will be participatory in nature and as such we ask that all participants come prepared to discuss internet policy in their countries and regions. Applicants will be required to submit an outline or short narrative (1-2 paragraphs) of a case study/ issue overview of an existing or proposed advocacy campaign for media and communication policy change that they will be prepared to share in the Summer School. Each participant in the summer school will have a chance to share information about the case study and the key issues it pertains to in the summer school.

**6. Writing Sample in English related to the course theme (max. 20 pages)**

Please submit an English-language document related to the field of communication policy advocacy, civil society and/or social movements and communication, online freedom of expression, or a related area. This could be a published piece or an unpublished work in progress, a project outline, country report, case study, policy paper etc. 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.

*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 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.