

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** (it contains basic personal, educational and professional data and a self-evaluation of English language skills)
2. A full **curriculum vitae or resume**, including a **list of publications**, if any
3. **Statement of Purpose** (500 words max.)
4. **Research Proposal** (700 words max.)

Optional attachments:

- A **research paper in progress** (in English)
- A **copy of an English language certificate** (if available) for non-native speakers of English

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

3. **Statement of Purpose (max. 500 words)**

In the Statement of Purpose please describe how the course is relevant to your research, teaching, or professional work, and in what way you expect to benefit from participating in the course. 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.

4. Research Proposal (max. 700 words)

Please submit a research proposal or a research paper in progress (in English) which you would like to develop as the outcome of the course.

a) In the research proposal please describe your current research interest related to the course theme (700 words max. excluding the bibliography). The proposal should contain the purpose, methodology, a brief outline of the key argument of the paper, expected output, and bibliography of your current or planned research at your home institution. During the course, the proposal will be discussed and further developed through consultations with the faculty and fellow participants.

b) PRESENTATION OPPORTUNITIES

There will be opportunities for selected participants to give a short talk (20 minutes) or do poster presentations during the summer school. Please indicate on your research proposal whether you would be interested in doing a talk or presenting a poster. The selection will be based on the quality of the research proposal.

Optional attachments:

- 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 your English language exam result in the online system.

- A **research paper in progress** (in English)

If you wish to submit a research paper in progress on top of the research proposal which you would like to develop as the outcome of the course, please make sure it is related to the course theme.

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 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

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 notification deadlines planned earlier or later. The final decision is not open to appeal.