

HOW TO APPLY

Please read the following directions carefully.

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

1. Completed online SUN Application Form (see notes below)

2. Full curriculum vitae or resume, including list of publications, if any

Please upload your Curriculum Vitae or resume, including a list of publications, if any.

3. Statement of Purpose

(max. 1 page)

In your Statement of Purpose, please describe how the course is relevant to your teaching, research or professional work; in what way you expect to benefit from it; and how you see your contribution to the course. Propose a specific research or praxis question in relation to the theme of the course which you intend to explore in more depth during the summer school. Please list professional activities and/or courses you have taken previously - which are relevant to the theme of the course.

You are advised to consult the detailed description on the course web page so that the statement of purpose is in accordance with the main objectives of the course.

4. Writing Sample in English, e.g. research proposal/ case study/ country report/ article /research paper/thesis, etc.

(max. 10 pages)

Please submit one of the following documents related to the course theme: a short essay (max. 10 pages) e.g. describing your views or questions in relation to the theme of the course; a research proposal or a case study or a country report or an article or a research paper or a (part of a) thesis.

5. Proof of English proficiency in the ‘English qualification’ section of the Qualifications page

Unless your first language is English, please upload an English language certificate or a transcript as proof that you studied entirely in an English language program. If you do not have any of the above certificates, please upload a writing sample (published article, paper in progress, an excerpt of an MA thesis, project summary, etc.).

Optional attachments:

- *Copy of a published paper, report or a book chapter in English published recently (if available)*
If you have a published paper, a report or a book chapter in English published recently in English, please upload it in the online system.

You can upload further optional documents on the Qualifications page such as

- academic documents that you think may be relevant to support your application in the ‘Other Supporting Documents’ section. All documents should be merged into a single PDF file not exceeding the size 2 MB. No passwords and encryption are allowed.

Online Application Form

We strongly advise the use of **Google Chrome** in order to enable the full functionality of the form.

Notes

- You may apply to a maximum of two summer courses. In case of being admitted, you can only attend both if the two courses do not overlap in time. Financial aid, if available, is only granted to attend one course.
- In the 2018-19 application cycle, CEU Summer University (SUN) has started to receive application via a new online system, therefore previous SUN accounts cannot be used any more. Please create a new user account.
If you applied to CEU's master, doctoral, etc. programs in the 2017 or 2018 admission cycle, please use your existing login and password to start a new application. If you do not remember your password from last year click on *Forgotten Password*.
With technical problems, bugs or errors related to the online application forms please contact the [CEU IT Help Desk](#).
- All application materials must be submitted with the online application form(s). Materials sent by postal mail, electronic mail or fax are not considered.
- The maximum allowable file size for upload is 2MB per file and the acceptable file formats are PDF, JPG and JPEG. Ensure all security features (e.g. passwords and encryption) are removed from the documents before uploading them.
- Applications cannot be edited after submission. Please submit your application only when it is 100% final and complete.

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](#).

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.edu

Tel: (36-1) 327-3811

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.