

## 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 a 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 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.

Please provide a name, contact email and phone number of a person (a faculty member, job supervisor, etc.) who can be contacted by the course directors to attest to your abilities, qualifications, and academic/professional performance.

**4. Proof of English proficiency**

As proof of your English language proficiency, please upload a copy of any of the following: graduate or post-graduate degree earned in a program whose official language is English; recent English language proficiency certificate (e.g. TOEFL).

### Optional attachments:

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.

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### 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.
- If you applied to CEU’s master, doctoral, etc. programs, 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](mailto:summeru@ceu.edu)

### **Notification**

The SUN Office will notify applicants about the selection results in April-May, 2021. 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.