

## 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. **A full curriculum vitae or resume, including a list of publications, if any**
3. **Statement of Purpose/ Motivation Letter (max. 1 page)**
4. **Proof of English proficiency**

*Optional attachment:*

- A **cover letter** (max. 1 page) to support application **for financial aid** (mandatory for those who wish to receive financial aid).

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

**3. Statement of Purpose/ Motivation Letter (max. 1 page)**

Please describe how the program is relevant for your professional work, and in what way you/your organization expect to benefit from it. Please list the relevant organization activities and the tasks you are responsible for.

#### 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); or a **writing sample in English** (e.g. recent publication).

*Optional attachment:*

- A **cover letter** (max. 1 page) **to support application for financial aid** (mandatory for those who wish to receive financial aid).

Applicants who wish to apply for financial aid are expected to upload a cover letter in which they specify their reasons.

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.